



Atlas user manual for NFP and MSP Dutch Institutions

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1 Introduction

The objectives of NFP and MSP II

The Netherlands Fellowships Programmes promote capacity building by providing training and education fellowships for professionals within organizations in 51 countries that are important to the Dutch development cooperation policy.

Fellowship holders will improve their knowledge and skills, learn about relevant global developments in their field and build an international network. This way the employing organisation directly invests in staff development and the fellowship holders invest in their further career.

For the Netherlands, this programme amongst others serves to strengthen ties with the fellowship holder's country.

After completing the education fellowship holders return to their original workplace. This ensures the training is embedded within the organisation.

The Middle East and North Africa (MENA) Scholarship Programme (or MSP) offers scholarships to professionals from ten countries. The overall aim of the MSP is to contribute to the democratic transition in the participating countries and to help form a positive image about the Netherlands. MSP aims to build capacity within organizations by enabling employees to take part in diploma or other courses.

The NFP and MSP is initiated and fully funded by the Dutch Ministry of Foreign Affairs of the budget for development cooperation.

About this NFP manual

This document is intended for the Dutch institutions involved in the implementation of the Netherlands Fellowship Programmes (NFP) and the Mena Scholarship Programme (MSP). The manual is applicable to the NFP sub programmes Master's degree programmes, Short Courses and PhD.

The aim of the manual is to provide insight to Dutch institutions on the procedures of NFP II and MSP II and on how to perform their tasks with regard to these programmes in the supporting application Atlas.

The tasks and formal responsibilities of Dutch institutions in the implementation of the NFP II and MSP II are described in the NFP grant conditions. The relationship between this manual and other documents with relation to NFP and MSP, especially the Grant Conditions will receive more attention in chapter 3.

Please note that the document contains hyperlinks for easy access.

Process Overview

The process of NFP and MSP starts with getting access to Atlas. How to get access is described in chapter 2.

Before getting started in Atlas, it is important to take note of the other essential documents regarding NFP and MSP. A list with useful documents for your reference is provided on www.nuffic.nl/nfp/institutions.

The Dutch institutions' work for NFP and MSP starts before the opening of each NFP and MSP deadline. Before the date on which the deadline opens, a couple of actions need to be taken.

You should check whether the information on your institution as stated in Atlas is up-to-date. And you should check if the course offer in Atlas is correct and complete and amend the course offer of your institution if this is not the case. In this phase you can list short courses for MSP. Above that it is possible to customize the candidate web form for your institution and inform potential fellowship holders. Chapter 4 explains these actions in more detail.

On the day the deadline opens, potential NFP and MSP fellowship holders can start to enter their personal details and provide additional information in Atlas. On the basis of these applications for nomination you can make a short list of candidates you want to continue the process with. Chapter 5 guides you through the preparatory work for the grant application in Atlas.

Chapter 6 describes what to do once all preparation for the grant application has been done. Which candidates out of the potential NFP/MSP fellowship holders will you nominate?

Chapter 7 gives you a quick insight in the NFP and MSP work of the Dutch Embassies

Chapter 8 outlines how Nuffic puts Atlas to do the selection, subsequently checks if the selection meets the requirements of NFP and MSP and approves the selection. How the selections is made known to the institutions and the embassies is also explained in this chapter.

Chapter 9 is about the monitoring and follow-up. It explains how you have to inform the candidates of the selection results and what changes you have to register during the grant period and how. How you prepare and submit the report(s) and what you and Nuffic will do after the grant period.

2 Getting access to Atlas

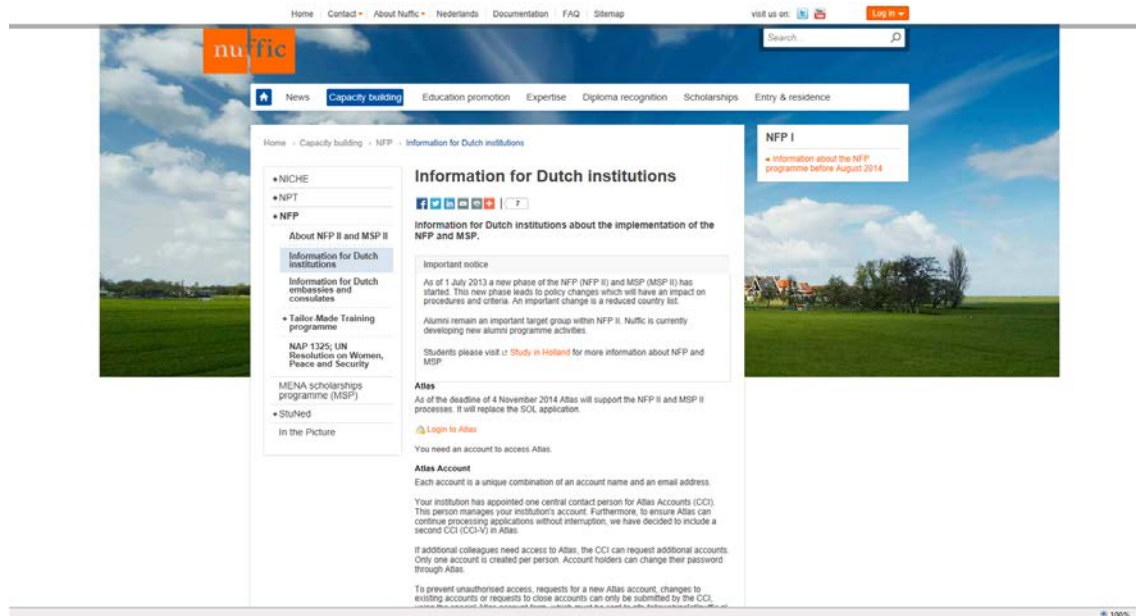
2.1 Access to Atlas for the Central Contact Institutions (CCI)

Each employee who works in Atlas needs his/her personal account, which is a unique combination of an account name and an email address.

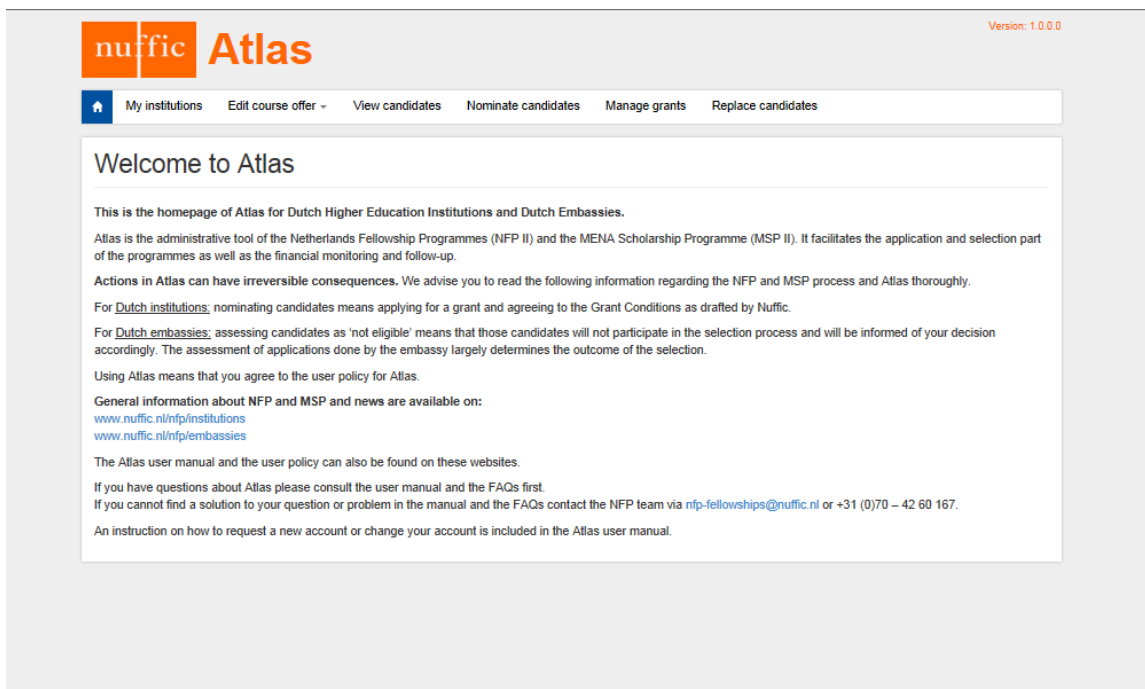
Your institution has appointed one central contact person for Atlas Accounts (CCI). This person manages your institution's account. Furthermore, to ensure Atlas can continue processing applications without interruption, a second CCI with the same rights (CCI-V) is registered in Atlas.

To enter Atlas, go to the Nuffic-homepage for Dutch Higher Education Institutions www.nuffic.nl/nfp/institutions. For an instruction on the first log-in please see Annex 1: Atlas: your account and password.

On this page, general information on NFP and MSP will be published and the link to Atlas is provided, see screen shot.



Use the link to get to the login screen. After logging in you will see the welcome-page of Atlas.



It is possible to reset your password yourself if you wish to. For an instruction on how to reset your password please see Annex 1: Atlas, your account and password.

If additional colleagues need access to Atlas, the CCI can request additional accounts for each colleague as described below.

2.2 Atlas accounts for colleagues

In the majority of cases, the CCI will not be the only person who needs access to Atlas.

To prevent unauthorized access, requests for a new Atlas account, changes to existing accounts or requests to close accounts can only be submitted by the CCI, using the Atlas account form on <http://www.nuffic.nl/nfp/institutions>, which must be sent to nfp-fellowships@nuffic.nl.

Account holders can change their password in the same way the CCI's can (please see Annex 1: Atlas, your account and password).

Further differences in authorization between a CCI and a normal user account will be explained further when applicable.

3 Important information on NFP and MSP which is not included in this manual

This manual gives you information on how to use Atlas as administrative application for NFP and MSP. Important legal documents you should take note of are the Grant Conditions, the Privacy Policy and the Code of Conduct.

- The Grant Conditions form part of the grant award for Dutch institutions. It provides the obligations arising from the acceptance of the grant. By submitting an NFP grant application in ATLAS the Dutch institution has hence accepted these grant conditions. The NFP Grant Conditions are also applicable to the MENA Scholarship Programme (MSP). The MSP follows the procedures for NFP Short Courses, unless explicitly mentioned otherwise.
- Candidates have to agree to the NFP/MSP Privacy Policy when they are applying with the candidate registration form for an NFP or MSP fellowship.
- NFP privacy policy: the candidate declares that all information provided in the candidate registration form is true and accurate. The candidate is explicitly responsible for the completeness and correctness of the information. The information in the candidate registration form will only be disclosed to process data for administrative, assessment and selection of NFP or MSP applications. The candidate's personal information will not be traded or rented to third parties. The information will be treated in accordance with the Dutch privacy law.

The candidates contact details will be used to inform the candidate about their NFP or MSP application.

The candidate agrees that his or her personal data will be entered and will be used by the NFP and MSP programs, the Ministry of Foreign Affairs, the Netherlands embassies and Dutch institutions for administrative, assessment, selection and alumni purposes.

- For using SK123, you need to have agreed to the 'Code of Conduct with respect to international students in Dutch higher education'.

On the website www.nuffic.nl/nfp/institutions you will find the latest information on NFP and MSP and a number of documents which can support your work.

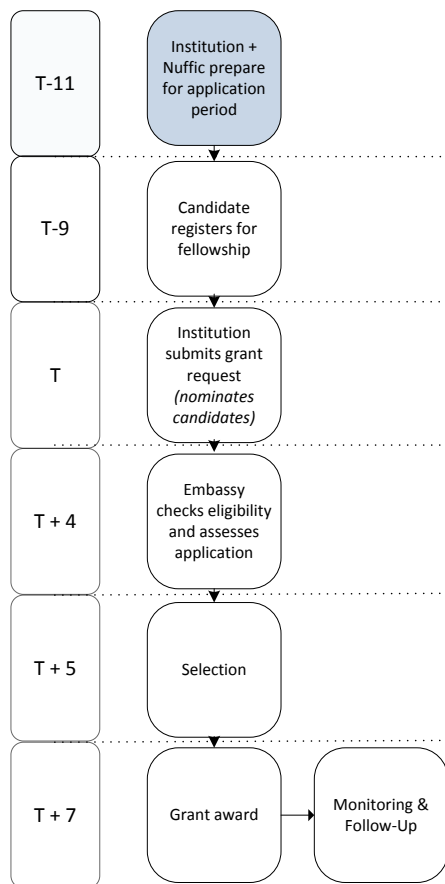
Other important sources of information are the meetings that Nuffic organizes for contact persons of NFP and MSP and the monitoring visits Nuffic staff carries out throughout the year.

4 Preparing for the start of the application period

The deadlines for NFP and MSP per sub-programme are outlined in below schedule.

The application deadline refers to the day on which you can submit your grant application until 23:00 CET. After that point it is not possible to submit any grant application for this deadline.

Programme	NFP and MSP deadlines: closing months Deadlines close on the first Tuesday of the month. For each deadline, the application period starts two months earlier.
Master's degree programmes	April, August
Short courses	April, Augustus, November
PhD	November
MSP	April, August, November



4.1 Overview 11 weeks before the deadline until 9 weeks before the deadline

This chapter is about the timeframe marked blue in below scheme

4.1 Check info about your institution

Before the start of the application period you should check if the information about your institution is still correct.

To do this, choose the tab "My institutions" (only visible to the CCI). If the information is not correct please contact Nuffic.

It is important to keep this information up to date as Nuffic will use the information for example for the grant award (name and address of the institutions), the reminder and appeal procedure (name, e-mail address and contact person of the Executive Board).

Institution15

Short name	Institution15
Type	University of Applied Sciences
PhD institution	<input checked="" type="checkbox"/>
MSP institution	<input type="checkbox"/>
SK123 ID	20015
Executive board	Board15
Executive board E-mail address	
Contact person	ContactPerson15
Address	Address from Institution number 15
City	City15
Zip code	ZipCode15
E-mail address	mail@address15.nl
Website	http://www.nuffic.nl/
Candidate web form URL	https://acc.atlas-candidate.nl/index/15
Contact details for the candidate web form	<input type="text"/>
Logo for the candidate web form	<input type="button" value="Browse..."/> <input type="text"/>

If any of the information stated on this page is not correct, please send your change request to nfp-fellowships@nuffic.nl.

4.2 Screen My institutions

4.2 Personalize the web form for candidates

The last two fields are for personalizing the candidate registration form of your institution.

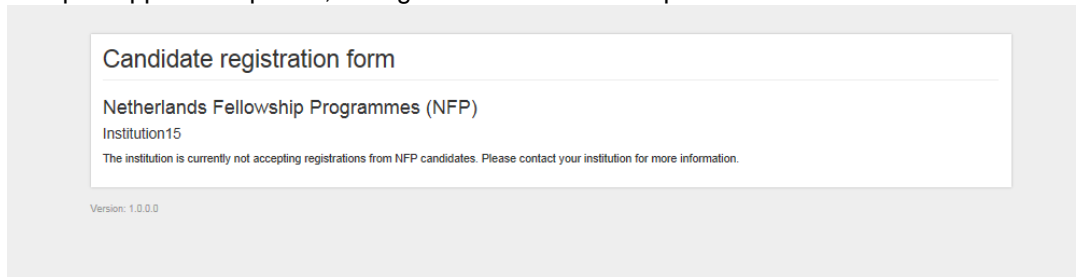
Under “Contact details for the candidate web form” you can enter an instruction for candidates on how to contact your institution in case of questions. You can also add the logo of your institution to the web form, by uploading it under “Logo for the candidate web form”.

The maximum size of the logo you are allowed to upload is 250 KB with a maximum height of 200 pixels. You can check at any time if the changes you made to the candidate registration form were successful, whether there is an open deadline or not, by opening the form.

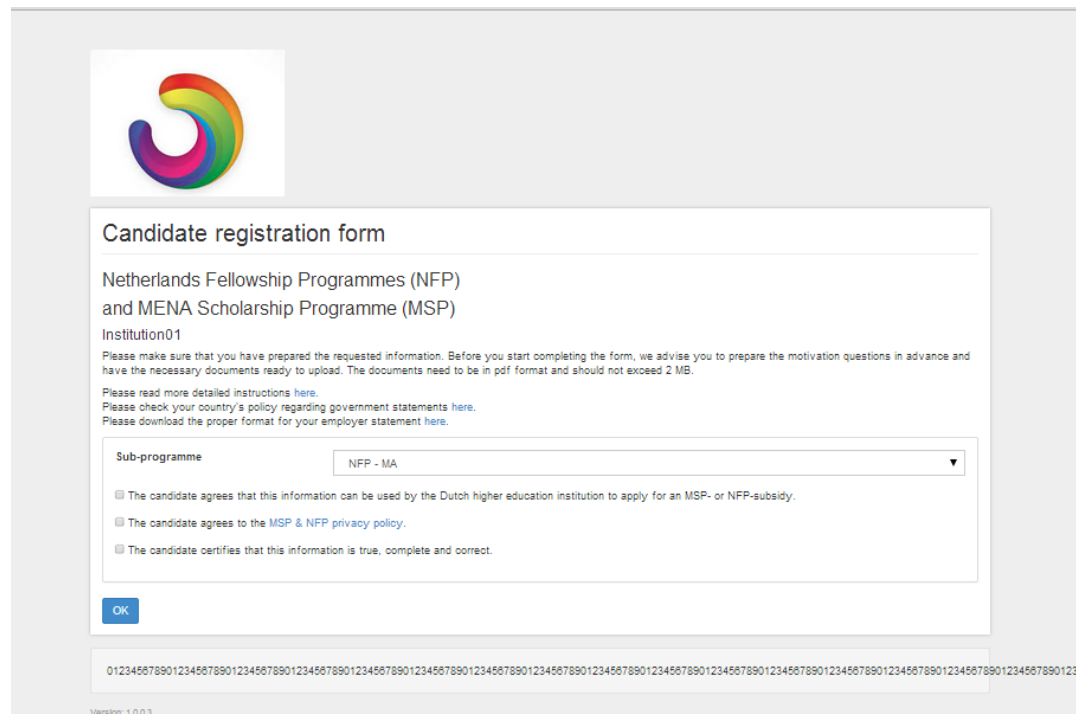
Follow the link under “Candidate web form URL” and the registration form is shown the same way candidates will see it.

The URL is the same for every deadline of all sub-programmes, but is different for each education institution.

No open application period, no logo and contact details provided:



Open application period, logo and contact details added:




The logo and contact instructions will be shown on all pages of the candidate registration form of your institution.

4.3 Communication with candidates

There is a choice you have in how you want to approach potential candidates. You can publish all information about NFP and MSP openly e.g. on your institution's website and/or actively approach candidates who fit into the target group of NFP or MSP e.g. by e-mail.

You can let your decision depend on the number of nominations you are allowed to make for a deadline. The maximum numbers of nominations per sub programme, per deadline, are visible on the tab 'nominate candidates'.



Version: 1.0.0.1

My institutions
Edit course offer ▾
View candidates
Nominate candidates
Manage grants
Replace candidates
Eligibility check

Administration ▾
Deadlines
Grant applications

Nominate candidates

Institution

Sub-programme and deadline

Course

Status

Surname

Date of birth

Gender

Reference number

Institution01 ▾

MSP - SC, 31 Aug 2014 ▾

(select) ▾


(select) ▾

☒ Male
 ☒ Female

New candidate

Search

Change status for 0 candidates ▾



0 / 6 pre-nominated

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Institution remarks	Registration date
There are no items to display								

Please inform candidates about the following important facts:

- Generic information about NFP and MSP for candidates you can find on [the institutions webpage](#).
- The application deadline for candidates: theoretically candidates can apply for nomination until the last day of the deadline, which is also the last day you can prepare the subsidy request. We advise to give a pre-deadline to candidates until which they are allowed to do their application to give you time to compose the grant application. If you choose to handle such a pre-deadline then you should publish it in advance so that it is clear to candidates that they will not be included in your grant application if they apply after that date.
- Web form URL: candidates need to know the URL of the web form so they can enter their grant application.
- [The NFP and MSP registration instructions](#), [format employer's statement](#) and [format government statement](#) may be helpful to generate applications with a certain quality.
- Course offer: as soon as the course offer is imported from SK123 to Atlas and you have checked and completed the list of courses you want to participate with in NFP and MSP you can make a list or refer candidates to www.studyfinder.nl.
- Fellowship amount: the Grant Conditions state that you inform candidates in advance of the amount they can expect in case they will receive a fellowship. You can find an overview of the fellowship amounts for all sub-programmes in the Grant Conditions .
- The objectives and target group of the programmes: to save non-eligible candidates the effort to prepare an application without prospect it is advisable to inform candidates in advance if they meet the [eligibility criteria](#) for NFP and MSP or not.

4.4 Determination of the maximum number of nominations

The maximum number of nominations you get per sub-programme deadline depends on the number of fellowships that can possibly be awarded for the current budget of the deadline and the number of fellowships you were awarded in the same deadline of the previous year.

(For this year – because there is no comparable deadline in the academic year 2013/2014 the maximum number of nominations is based on the previous two years.)

To find a suitable total number of nominations for all institutions that take part in the sub-programme deadline the budget for the whole sub-programme deadline is divided by the average price of a fellowship for that deadline. That is the number of fellowships that could be awarded for that amount of money. Then this number is multiplied by a factor (around 4) to make sure that the total number of nominees is sufficient to choose from in order to be able to accomplish a selection that meets the criteria of the programme as set by the Ministry of Foreign Affairs; even when a number of nominees has been rejected by the embassies.

All institution will get a fixed number of nominations to make sure that institutions that did not participate in NFP or MSP before and institutions that did participate before but did not receive any fellowships also get nominations.

The maximum number of nominations per institution (for the November 2014 until the August 2015 deadline) is calculated as follows:

1. Each institution get the fixed number of nominations (ca. 10 for short course, 3 for MSP and 2 for PhD).
2. Then Nuffic determines the percentage each institution had of the total of fellowship holders the past two years.
3. Each institution will receive this percentage of the total number of nominations plus the fixed number of nominations each institution gets.

For the deadlines after August 2015 the maximum number of nominations per institution is the same percentage of the total of nominations as the percentage of the fellowships an institution had in the previous comparable deadline taking into consideration the fixed amount of nominations as described above.

For example, in the deadline August 2016 Institution1 had 60 fellowships and Institution2 had 40 of the 100 fellowships for that deadline. That means that Institution1 had 60% of the total number of fellowships in the August 2016 deadline and Institution2 had 40% of the total number of fellowships in the August 2016 deadline. Assuming that the budget for the deadline decreased a little and the average fellowship costs dropped a little it is calculated that 100 fellowships could be awarded in the August 2017 deadline. Multiplied by factor 3 there are 300 nominations to be divided among Institution1 and Institution2.

The fixed number of nominations is set on 15. Then Institution1 would get 15 nominations and 60% of the 300 nominations = 15+180. In total Institution1 gets 195 nominations to make for the August 2017 deadline.

Institution2 get 15 nominations too plus 40% of 300, which is 120. In total Institution2 get 135 nominations.

The number of nominations does not tell you a lot about the actual number of fellowships an institution will receive, because this depends mainly on the quality of the applications.

This system for the distribution of nominations is “demand-driven”. Institutions with nominees that were valued by the embassies for their potential to contribute to the development of their country will receive more fellowships in proportion to their number of nominations than institutions with nominees that were assessed poor. The institutions with the high quality nominees and therefore more fellowships (in relation to the number of nominations) will get more nominations for the next comparable deadline.

If you have a very uneven distribution of fellowships between the deadlines and you are planning on deferring an important course to a different deadline, please contact us. We want to avoid that a course for which you always had a lot of fellowships will be transferred to a deadline for which you will have very few nominations.

However, due to the fixed number of nominations every institution receives each deadline regardless of previous successes and the factor by which the number of fellowships is multiplied it will most likely not be necessary to adjust the number nominations manually.

4.5 Check and complete course offer

The courses which are visible to you in your institution account and later on in the web form for candidates are imported into Atlas from SK123 two weeks before the start of the application period.

Atlas imports only those Masters and short courses from SK123 which you marked for participation in the NFP.

Nuffic will import Masters and short courses into Atlas per deadline so that the changes made by institutions in SK123 are included in the imported data in Atlas as much as possible.

PhD studies are not registered in SK123. For this reason, you can make the registration form available for all PhD candidates right away. Instead of choosing a course from the list of available courses, the PhD candidate is requested to fill in the name of his research proposal.

The range of the start dates of courses for the 2015/2016 deadlines is outlined in below scheme:

Deadline	Subprogram	Range start dates courses
4-nov-14	NFP-SC	24 February 2015 - 27 July 2015
	NFP-PhD	1 January 2015 - 31 December 2015
	MSP	24 February 2015 - 27 July 2015
7-apr-15	NFP-MA	28-July - 2015 - 23 November 2015
	NFP-SC	28-July - 2015 - 23 November 2015
	MSP	28-July - 2015 - 23 November 2015
4-aug-15	NFP-SC	24 November 2015 - 23 February 2016
	NFP-MA	24 November 2015 - 27 July 2016
	MSP	24 November 2015 - 23 February 2016

This means for example, that NFP short courses that belong to the November 2014 deadline, should start between the 24th of February 2015 and the 27th of July 2015. Courses with a start date after the 27th of July will be part of a later deadline.

Courses entered in SK123 are only imported in Atlas once per deadline. Therefore it is important to check the course offer of your institution in Atlas. In addition to that, it is possible to add courses in Atlas, which were not imported and cancel courses you wish to withdraw from participation in NFP. Cancelled courses will not be offered on the candidate registration form.

To check, add or withdraw courses in Atlas go to the tab “Edit course offer” and select “Before grant application”

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My institutions Edit course offer View candidates Nominate candidates Manage grants Replace candidates

Before grant application After grant award

Welcome to Atlas

This is the homepage of Atlas for Dutch Higher Education Institutions and Dutch Embassies.

Atlas is the administrative tool of the Netherlands Fellowship Programmes (NFP II) and the MENA Scholarship Programme (MSP II). It facilitates the application and selection part of the programmes as well as the financial monitoring and follow-up.

Actions in Atlas can have irreversible consequences. We advise you to read the following information regarding the NFP and MSP process and Atlas thoroughly.

For Dutch institutions: nominating candidates means applying for a grant and agreeing to the Grant Conditions as drafted by Nuffic.

For Dutch embassies: assessing candidates as 'not eligible' means that those candidates will not participate in the selection process and will be informed of your decision accordingly. The assessment of applications done by the embassy largely determines the outcome of the selection.

Using Atlas means that you agree to the user policy for Atlas.

General information about NFP and MSP and news are available on:
www.nuffic.nl/nfp/institutions
www.nuffic.nl/nfp/embassies

The Atlas user manual and the user policy can also be found on these websites.


If you have questions about Atlas please consult the user manual and the FAQs first.

If you cannot find a solution to your question or problem in the manual and the FAQs contact the NFP team via nfp-fellowships@nuffic.nl or +31 (0)70 – 42 60 167.

An instruction on how to request a new account or change your account is included in the Atlas user manual.

Select your institution and the deadline for which you want to administrate the course offer and press “search”:

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[My institutions](#)
[Edit course offer](#)
[View candidates](#)
[Nominate candidates](#)
[Manage grants](#)
[Replace candidates](#)


Search for courses

Institution:


Sub-programme and deadline:

[Add new course](#)
[Search](#)

	Course ↓	Start date	Sub-programme
	Course115	5 Aug 2014	NFP - SC

This pictogram  means you want to see the details – in this case of the course to its right. Click on the pictogram and the screen with the course will open.

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[My institutions](#)
[Edit course offer](#)
[View candidates](#)
[Nominate candidates](#)
[Manage grants](#)
[Replace candidates](#)

Course

Name:

Institution:

Sub-programme and deadline:

Start date:

End date:

Duration: Days

Tuition fee: €

Tuition fee adjusted for NFP/MSP: €

Discipline:

Minimum number of participants:

Maximum number of participants:

E-learning: ☐

Instruction language:

Number of candidates report:

Type:

Duration in NFP country: Days

Cancelled: ☐

This course must also be available for MSP: ☐

[Save](#)
[Save and return](#)
[Cancel](#)

You can now change all data except for the institution name, the sub-programme, and deadline. The tuition fee adjustment is a standard adjustment of the registered tuition fee.

The duration of a training as registered in SK 123 will be rounded down to whole months. A master's degree programme with a duration of 18 months and 11 days for example will be rounded down to 18 months. When a master's degree programme has a duration of 18 months and 15 days you are allowed to round up the duration to 19 months. Make sure you fill in the correct details in the course details.

In the field "minimum number of participants" you can put the number of NFP fellowships that you need to let the course take place. If the selection grants less fellowships to a course of yours than you entered as the minimum in Atlas then these fellowships that the course would have had will automatically be redistributed among other courses from all institutions. The field "maximum number of participants" is for the number of fellowship holders you can accommodate in a certain course at the most. All fellowships that the selection would have had awarded to that course above the maximum will be redistributed among other courses from all institutions.

It is possible to make changes to the minimum and maximum number of fellowships until you submitted the grant application.

Please note that after the opening of the deadline it is not possible to change the name of the course or Master study.

If you change the course in a way that makes it not eligible for NFP or MSP it is possible to save these changes. However, it will not be accepted when you try to submit your grant application.

The screenshot shows the 'Atlas' course offer form. A warning dialog box is displayed in the center, stating: 'Warning: With these values the course can not be submitted: - course type'. The form fields include: Name, Institution, Sub-programme and deadline (NFP - SC, 2 Jan 2015), Start date (5 Aug 2014), End date (2 Jun 2015), Duration (190 Days), Tuition fee (€ 190.00), Tuition fee adjusted for NFP/MSP (€ 100.50), Discipline (Engineering), Minimum number of participants (3), Maximum number of participants (8), E-learning (checkbox), Instruction language (English), Number of candidates report (0), Type (part-time), Duration in NFP country (190 Days), Cancelled (checkbox), and This course must also be available for MSP (checkbox). At the bottom right, there are buttons for 'Save', 'Save and return', and 'Cancel'. A green message at the bottom right states: 'The changes have been saved successfully'.

You can add a course to the course offer in Atlas until the subsidy application deadline closes by pushing the button "Add new course" next to the "Search"-button.

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My institutions Edit course offer View candidates Nominate candidates Manage grants Replace candidates

Search for courses

Institution Institution01

Sub-programme and deadline NFP - SC, 2 Jan 2015

Add new course Search

Course	Start date	Sub-programme
Course115	5 Aug 2014	NFP - SC



Please note that these courses will not be imported to SK123.

4.6 Register courses for MSP

SK123 does not have a functionality to subscribe courses to MSP. The only way to register short courses for participation in MSP is to check the box in Atlas "This course must also be available for MSP".

It is only possible to register courses for MSP until the start of the application period. Exceptions are NFP short courses that you entered after the start of the application period. These courses can still be registered for MSP as well.

It is not possible to un-register courses for MSP in Atlas. You can however decide not to nominate candidates for a specific course in your MSP application.

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[My institutions](#)
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Course

Name	Course115
Institution	Institution01
Sub-programme and deadline	NFP - SC, 2 Jan 2015
Start date	5 Aug 2014
End date	2 Jun 2015
Duration	190 Days
Tuition fee	€ 190.00
Tuition fee adjusted for NFP/MSP	€ 180.50
Discipline	Engineering
Minimum number of participants	3
Maximum number of participants	8
E-learning	<input type="checkbox"/>
Instruction language	English
Number of candidates report	0
Type	
Duration in NFP country	190 Days
Cancelled	<input type="checkbox"/>
This course must also be available for MSP	<input checked="" type="checkbox"/>

Changes made to the course in either NFP or MSP for a specific deadline will automatically be applied to both programs.

The maximum and minimum number of participants applies to the sum of fellowships for NFP and MSP.

Please note that courses still have to meet the eligibility criteria for MSP as stated in the Grant Conditions. If you try to register a course that does not meet the MSP criteria you will get a warning from Atlas stating why the changes are not allowed and it will not be possible to submit the grant application:

The screenshot shows the 'nuffic Atlas' web interface for managing course offers. A 'Warning' dialog box is displayed in the foreground, stating: 'With these values the course can not be submitted: - course type'. The background form, titled 'Course', contains the following fields and values:

Field	Value
Name	
Institution	
Sub-programme and deadline	NFP - SC, 2 Jan 2015
Start date	5 Aug 2014
End date	2 Jun 2015
Duration	190 Days
Tuition fee	€ 190.00
Tuition fee adjusted for NFP/MSP	€ 180.50
Discipline	Engineering
Minimum number of participants	3
Maximum number of participants	8
E-learning	<input type="checkbox"/>
Instruction language	English
Number of candidates report	0
Type	part-time
Duration in NFP country	190 Days
Cancelled	<input type="checkbox"/>

At the bottom right of the form are three buttons: 'Save', 'Save and return', and 'Cancel'. The 'Warning' dialog box has an 'OK' button.

4.7 Cancel course

Under certain circumstances you may want to withdraw a course or programme from the NFP/MSP course offer.

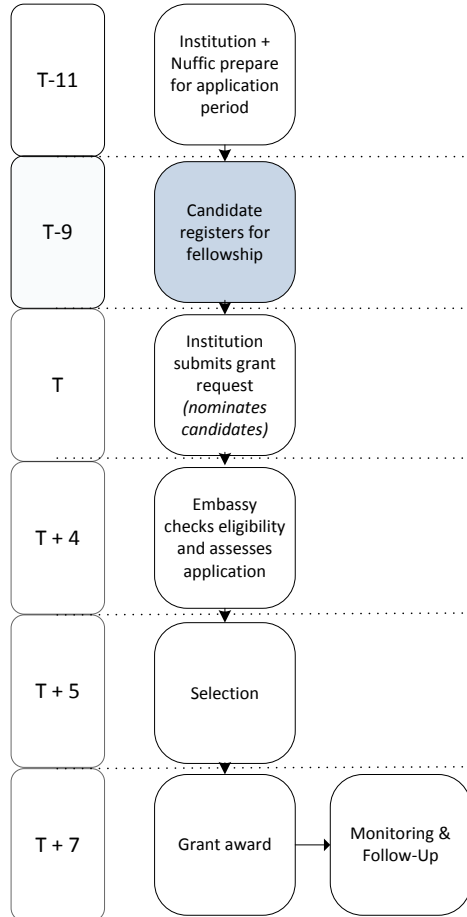
Both before and after the start of the application period it is possible to withdraw a course through ticking the box 'cancelled' on the bottom of the detail screen of the applicable course. After cancellation the course will not appear in the list of courses on the web form for candidates. Candidates who have already applied for the course before it was cancelled will have to be informed by you.

When you cancel a short course, please be aware that the course will also be taken off the MSP course offer.

A course that was cancelled in one year can be put on the list of the next year's deadline without restrictions.

5 Preparing the nomination short list

This chapter is about the timeframe marked blue in below scheme



As soon as your institution receives the first applications from candidates in Atlas you can start to check the applications on eligibility and quality.


It is useful to check the applicants' eligibility before nominating them instead of waiting for the embassies to carry out the check on the candidates you nominated. Including a non-eligible candidate in your subsidy request is a wasted spot for someone who could have been awarded a fellowship.

You can find the eligibility criteria in the Grant Conditions and on [Nuffic's institution webpage](#).

5.1 Gain an overview over the applications received

To see a list of all candidates who have applied for the current deadline, go to the tab "Nominate candidates", choose your institution, the sub-program and deadline and push "Search".

Other deadlines than the current deadline will not appear in the drop-down list of this tab.


Version: 1.0.0.0

[My institutions](#)
[Edit course offer](#)
[View candidates](#)
[Nominate candidates](#)
[Manage grants](#)
[Replace candidates](#)

Nominate candidates

Institution

Institution01

Sub-programme and deadline

NFP - MA, 13 Apr 2015

Course

(select)

Status

(select)

Surname

Date of birth

Gender

☒ Male
 ☒ Female

Reference number

New candidate


Search

Change status for 0 candidates

1 / 15 pre-nominated

	Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Institution remarks	Registration
<input type="checkbox"/>	Complete	Course16	234234	Surname	3 Jan 1950	Male	Armenia (2)		5 Aug 2014
<input type="checkbox"/>	Registered	Course16	23423423	Surname	31 Jan 1950	Female	Armenia (2)		6 Aug 2014
<input type="checkbox"/>	Pre-nominated	Course16		Surname	3 Mar 1979	Male	Ethiopia (1)	Institution Remarks ...	8 Mar 2013
<input type="checkbox"/>	Registered	Course16	2423423	Surname	16 Jan 1950	Male	Indonesia (1)		6 Aug 2014
<input type="checkbox"/>	Registered	Course16	3423434	Surname	1 Apr 1979	Female	Afghanistan (1)		6 Aug 2014
<input type="checkbox"/>	Registered	Course16	3423434	Surname	1 Apr 1979	Female	Afghanistan (1)		6 Aug 2014
<input type="checkbox"/>	Registered	Course16		Surname	24 Jan 1950	Female	Ethiopia (1)		5 Aug 2014

All candidates have the status “registered” before you make changes. You can sort and filter candidates by assigning them a different status. The following statuses are available for initial sorting: Registered, Complete and Discarded. Candidates that you might want to nominated can be assigned the status Pre-nominated. You can always change any status until your application is submitted or the application deadline has passed.

You can view the details of applications by clicking on the  pictogram. The uploaded documents are viewable by clicking on them.

Candidate application details

Deadline: NFP - MA, 13 Apr 2015

Edit

Personal details

Surname

Given name(s)

Gender
Female

Date of birth
31 Jan 1950

Place of birth

Nationality
Benin

E-mail address
a@a.nl

Telephone
5345465

Remarks

Internal remarks from the Institution

Study programme

Institution
Institution01

Course
Course16 (28 Sep 2014 - 28 Sep 2015)

Reference number
23423423

Documents

The documents need to be in pdf format and should not exceed 2 MB.

Copy of passport
Download candidate document

Employer statement
Download candidate document

Government statement
Download candidate document

Admission letter/letter of Supervisor (Optional)
Download candidate document

Motivation

What is the issue or problem you want to address in your country?

How will this course enable you to address this issue?

How will you address this issue with your position within your organisation?

Nominating employer

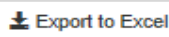
Name of employing organisation

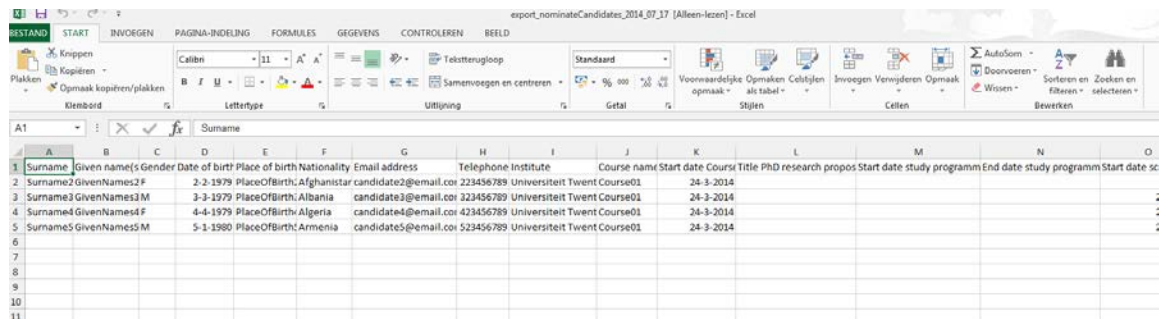
Type of employing organisation
Educational institution

Country of employing organisation
Armenia

Current position

If you want to have a list of candidates who match your filter (i.e. who are visible in the screen

after you filtered on certain characteristics) you can push the  -button on the bottom of the page. An excel document will be downloaded to your computer which gives you an easy overview over the registered candidates. In contrast to the screen in Atlas the excel documents shows all filled-in fields of an application:



Surname	Given name(s)	Gender	Date of birth	Place of birth	Nationality	Email address	Telephone	Institute	Course name	Start date	Course Title	PhD research propos	Start date study program	End date study program	Start date sc
Surname2	GivenNames2F		2-2-1979	PlaceOfBirth:Albania		candidate2@gmail.com	223456789	Universiteit Twent	Course01	24-3-2014					
Surname3	GivenNames3M		3-3-1979	PlaceOfBirth:Albania		candidate3@gmail.com	223456789	Universiteit Twent	Course01	24-3-2014					
Surname4	GivenNames4F		4-4-1979	PlaceOfBirth:Algeria		candidate4@gmail.com	423456789	Universiteit Twent	Course01	24-3-2014					
Surname5	GivenNames5M		5-1-1980	PlaceOfBirth:Armenia		candidate5@gmail.com	523456789	Universiteit Twent	Course01	24-3-2014					

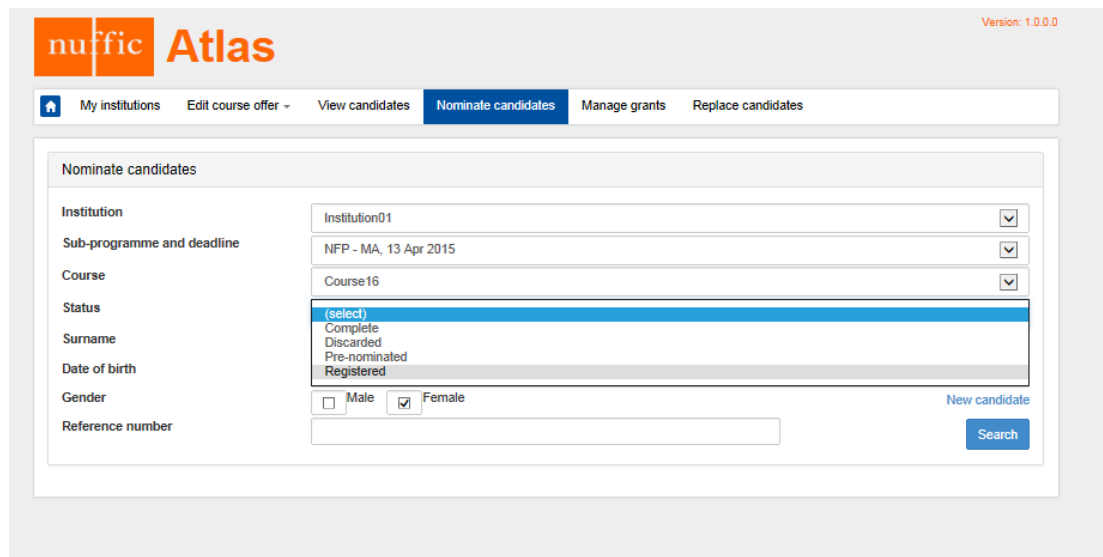
This functionality is especially handy if you want to save the names of candidates which you did not include in your current short-list but who you want to remember in case you would like to invite them to apply again in a future deadline. Applicants who were not nominated by the institution will be deleted from the Atlas database after a certain period.

You can also use the excel document to get an idea of the percentage of applicants who meet one or more of the policy themes and country foci.

5.2 Make changes to applications

If you already know the personal details of the applicant you want to look up you can enter his details in the filter and then push “Search”.

If you want to see only applicants with a certain status or characteristic select the status or characteristic first and then push “Search”, etc.



nuffic Atlas Version: 1.0.0.0

My institutions Edit course offer View candidates **Nominate candidates** Manage grants Replace candidates

Nominate candidates

Institution Institution01

Sub-programme and deadline NFP - MA, 13 Apr 2015

Course Course16

Status (select)
Complete
Discarded
Pre-nominated
Registered


Surname

Date of birth

Gender ☐ Male ☒ Female

Reference number

New candidate Search

You can make changes to an application by clicking the  pictogram and push the “Edit”-button on the top or on the bottom of the screen with the personal details of the applicant.

Candidate application details

Deadline: NFP - MA, 13 Apr 2015

Personal details	
Surname	
Given name(s)	
Gender	Female
Date of birth	31 Jan 1950
Place of birth	
Nationality	Benin
E-mail address	s@a.nl
Telephone	5345465

Version: 1.0.0.0

Before the deadline of an application period closes you can change all fields in an application, including the uploads. If you are done with the changes press “Save” or “Save and Close”.

Every application has a field for a reference number and for remarks that are for the institutions own administration (and which cannot be seen by the fellowship officers of the embassies).

You can ask applicants to register their reference number already when they fill in the form, so you can identify them easier.

E-mail address	1132412@b.nl
Telephone	5345
Remarks	
Internal remarks from the institution	
Study programme	
Institution	Institution01
Course	
Reference number	testbv
Documents	

PhD-applications have additional fields, which have to be filled in by the institution.

The reason that you can make changes to the data that applicants entered is that you submit the grant application and all information in the grant application is your responsibility. If information that an applicant entered is incorrect you can either change the data (if that makes them correct) or decide not to include the application in your grant application.

If you encounter the application of a candidate whose application is incomplete and which is in your opinion worth the while of improving them, it is possible to make changes to the application. The candidate cannot do this himself. For example if a candidate fits the objective of NFP or MSP perfectly and would be of added value to your course but failed to provide a government

statement which is mandatory in his country, you have the option to contact this candidate, ask him to send the missing government statement to you and then add it to his application.

After checking an application you can give it one of the four available statuses. You and your colleagues will see this status:

- Discarded for applications that you do not want to include in your grant application.
- Complete for application that you have found to be eligible and complete.
- Pre-nominated for applications you suggest to include in the grant application.
- Registered for applications you want to reset to the default status.

To change the status of one or more applications

1. check the box(es) in front of the application(s)

Status

(select)

Surname

Date of birth

Gender

☒ Male ☒ Female

New candidate

Reference number

Search

Change status for 2 candidates

1 / 15 pre-nominated

	Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Instituti
<input checked="" type="checkbox"/>	Discarded	Course01		Surname2, GivenNames2	2 Feb 1979	Female	Nederland (0)	Institutik
<input checked="" type="checkbox"/>	Registered	Course01		Surname4, GivenNames4	4 Apr 1979	Female	Nederland (0)	Institutik
<input type="checkbox"/>	Registered	Course01		Surname5, GivenNames5	5 Jan 1980	Male	Nederland (0)	Institutik

2. click on the drop-down-menu between the filter and the list of candidates and choose the correct status

Status

(select)

Surname

Date of birth

Gender

☒ Male
☒ Female

New candidate

Reference number

Search

Change status for 2 candidates

1 / 15 pre-nominated

	Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Instituti
<input checked="" type="checkbox"/>	Complete	Course01		Surname2, GivenNames2	2 Feb 1979	Female	Nederland (0)	Institut
<input checked="" type="checkbox"/>	Complete	Course01		Surname4, GivenNames4	4 Apr 1979	Female	Nederland (0)	Institut
<input type="checkbox"/>	Registered	Course01		Surname5, GivenNames5	5 Jan 1980	Male	Nederland (0)	Institut

Status

(select)

Surname

Date of birth

Gender

☒ Male
☒ Female

New candidate

Reference number

Search

Change status for 0 candidates

1 / 15 pre-nominated

	Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Instituti
<input type="checkbox"/>	Complete	Course01		Surname2, GivenNames2	2 Feb 1979	Female	Nederland (0)	Institut
<input type="checkbox"/>	Complete	Course01		Surname4, GivenNames4	4 Apr 1979	Female	Nederland (0)	Institut
<input type="checkbox"/>	Registered	Course01		Surname5, GivenNames5	5 Jan 1980	Male	Nederland (0)	Institut

If you had sorted the applications on status then the applications will not stay the same place.

5.3 Enter an application acting for a candidate.

If a candidate should somehow not be in the position to enter his application through the web form, you can decide to enter his application for him. Selecting “New candidate” will lead you to an empty web form for applicants.

Version: 1.0.0.0

My institutions Edit course offer View candidates **Nominate candidates** Manage grants Replace candidates

Nominate candidates

Institution Institution01

Sub-programme and deadline NFP - MA, 13 Apr 2015

Course (select)

Status (select)

Surname

Date of birth

Gender ☒ Male ☒ Female

Reference number

New candidate Search

Please read the [NFP and MSP registration instructions for candidates](#) for information on how to fill in a candidate web form.

5.4 Selecting the applications that you take into consideration for the grant application.

It is possible to sort the applicants by column. If, for example, you want to sort out candidates who applied after the deadline you set for applying in Atlas you can click on the column name "Registration date", click twice and the sorting will reverse.

If you give the candidates who applied too late the status "discarded" you and your colleagues will know that those applications do not have to be checked.

In order to prepare the grant application, you have two ways to get down to a short list.

You can temporarily give all good candidates the status pre-nominated and delete candidates from the short list later on until you have the permitted number of nominations.

As can be seen on the screen shot it is possible to have more applications with the status pre-nominated than it is actually possible to nominate.

Reference number Search

Change status for 0 candidates 18 / 15 pre-nominated

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Institution
Pre-		testbv	4134.	3 Jan 1950	Male	Armenia (2)	

Or you can change the status of those candidates you definitely want to include in the short list from registered or complete to pre-nominated.

When you determine what candidates you include in the short list, take all features of the application into consideration that have influence on the likeliness of them being selected. I.e. does an application fulfill all [eligibility criteria](#) (click this [link](#) for a list of the rejection reasons as the embassies see them in Atlas), does it meet the policy themes of the Ministry of Foreign Affairs,

does it fit into the country focus of the embassy in the applicant's home-country ([NFP](#) or [MSP](#)) and how would the motivation and employer's statement in combination with the selected course and the position of the applicant be [assessed by the embassy](#).

Also think about the maximum and minimum number of fellowships for your courses, which you entered in SK 123 or later in Atlas.

The policy themes in order of importance are:

1. At least half of the budget per sub-programme per deadline must be allocated to applications from Sub-Sahara Africa.
2. At least 35% of the budget must be allocated to application that fit the policy theme Food Security
3. At least 67% of the budget must be allocated to fellowships from countries of the category 1
4. At least half of the fellowships must be allocated to women.

Applications with a higher rating are always preferred within the same policy theme above those with a lower rating.

Because embassies only do the assessment after the grant application has been submitted you do not have insight in the rankings per candidate. However, it is likely that candidates who fit the objective of NFP and MSP best will be identified as such both by you and by the embassy.

Candidate ID	Rating from Embassy	Sub-Sahara Africa	Food Security	Country Category	Male/ Female
#1	34	yes	yes	1	M
#2	30	yes	yes	1	F
#3	27	no	yes	1	F
#4	22	no	no	2	M
#5	19	no	no	2	M
#6	18	yes	yes	1	F
#7	16	yes	no	1	F
#8	14	no	no	1	M
#9	11	yes	no	2	M
#10	10	yes	yes	1	F
#11	7	no	no	1	M
#12	4	no	yes	1	M
#13	2	no	no	1	M
#14	0	yes	yes	1	F
#15	0	no	yes	2	M

For example: Candidate #14 with a rating of 0 will only be preferred to candidates with a higher rating as long as the selection comprises less than 50% Sub-Sahara Africa candidates, less than 35% Food Security candidates, less than 67% candidates from category 1 countries and less than 50% women.

If the selection was made with 6 possible fellowships and above list of candidates (and assuming that all fellowships cost the same) #1, #2, #6 and #7 would be selected to fulfill the requirement that at least 50% of the budget are spent on candidates from Sub-Sahara Africa.

#3 would be selected to make sure 35% of the budget is spent on candidates that fit the policy theme Food Security.

With this selection 67% of the budget would already be spent on category 1 countries and 50% of the fellowships go to women.

After that there is budget for one more fellowship, which will be awarded to candidate #4, because he has the highest score.

For comparison, #10 and #14 whose applications fit all four policy themes but were of poor quality have not been selected.

5.5 Apply for additional housing for short courses

For short course the candidate application details screen is the place where you can apply for additional housing. You have to do this before submitting the grant application. After submitting the grant application, it is no longer possible to apply for additional housing.

Applying for additional housing has to be done per candidate, because it is possible that you need housing only for a certain number of fellowship holders, not for all.

The default for additional housing is no.

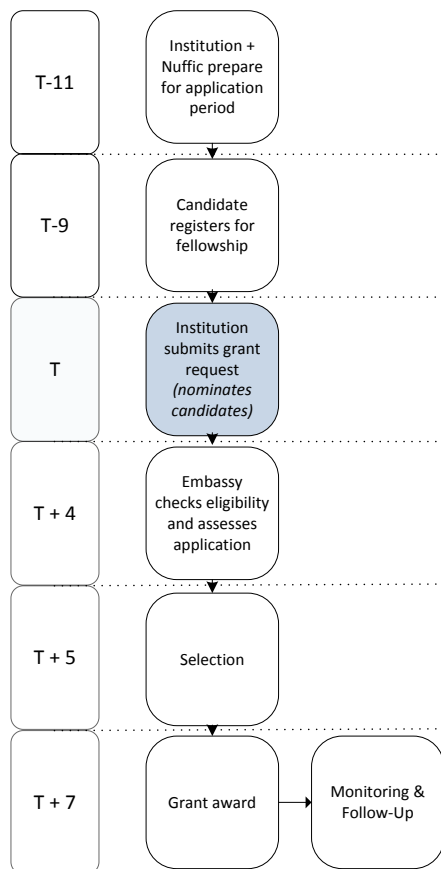
The screenshot displays a web form for candidate application details. The form is divided into several sections: 'Personal information' (Place of birth: a, Nationality: Guatemala, E-mail address: w@w.nl, Telephone: 1), 'Remarks' (Internal remarks from the institution), 'Fellowship information' (Additional housing compensation: No), and 'Study programme' (Institution: Institution01). A red rectangle highlights the 'Additional housing compensation' field, and a red arrow points to it from the right. The 'Additional housing compensation' field is currently set to 'No'.

If you need more than 32 Euro allowance because you cannot find appropriate housing that fits the budget you can apply for additional housing allowance if the course duration is less than 42 days. Push the “edit” button at the bottom or top of the page and choose yes.

Remarks	
Internal remarks from the institution	<input type="text"/>
Fellowship Information	
Additional housing compensation	<div>Yes</div> <div>No</div>
Study programme	
Institution	Institution01

The additional housing allowance is a standard amount that depends on the course duration. For further information please see the Grant Conditions.

6 Submitting the grant application



This chapter is about the timeframe marked blue in below scheme

The CCI and the vice-CCI are the only persons with the authorization to submit the grant application.

They have the task to check the work that has been done so far regarding the short list of the deadline. If necessary, they must change the statuses so there are no more applications with the status pre-nominated than there are possible nominations. Subsequently, a last check is needed to see if the additional housing allowance has been applied for (if necessary). Then, the actual submission needs to be done before the deadline.

The CCI's are therefore responsible for the correctness of the grant application with regard to content towards Nuffic and they are responsible for the best possible outcome of the selection towards their institution.

The selection of nominees is decisive in the number of fellowships that will be awarded.

6.1 Determine the most favorable compilation

In chapter 5.4 you can find an explanation on the selection criteria.

Of course your short list also depends on the priorities your institution gives to the individual courses. The number of permitted nominations is the number your institution can nominate for the applicable subprogramme and deadline, thus for all courses that are on the list for that selection.

If different faculties work on the grant application in Atlas, it is probably best to determine very soon which course can claim what number of the total of permitted nominations. Otherwise it will become difficult for the CCI to decide which candidates on the short list he should include in the grant application.

The easiest way to get an overview of the work all colleagues have done until the submission is to make an export to excel.

If you want to see a list of only the applications with the status pre-nominated, set the filter on status pre-nominated and press "Search", then do the export.

export_nominateCandidates_2014_07_17 (Alleen-lezen) - Excel																
<div>Startknoppen: Knippen, Kopieëren, Plakken, Opmaak kopiëren/plakken, Kleurbord, Lettertype, Uitlijning, Getal, Standaard, Tekstterugloop, Vooreendaelste Opmaak, Opmaak als tabel, Stijlen, Invoegen, Verwijderen, Opmaak, AutoSom, Doorvoeren, Sorteren en Filteren, Zoeken en selecteren, Bewerken</div>																
A1: Summe																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Surname	Given name(s)	Gender	Date of birth	Place of birth	Nationality	Email address	Telephone	Institute	Course name	Start date	Course Title	PhD research propos	Start date study programm	End date study programm	Start date sc
2	Sumname2	GivenNames2F		2-2-1979	PlaceOfBirth:Afghanistan		candidate2@email.coi	223456789	Universiteit Twent	Course01	24-3-2014					
3	Sumname3	GivenNames3M		3-3-1979	PlaceOfBirth:Albania		candidate3@email.coi	223456789	Universiteit Twent	Course01	24-3-2014					
4	Sumname4	GivenNames4F		4-4-1979	PlaceOfBirth:Algeria		candidate4@email.coi	423456789	Universiteit Twent	Course01	24-3-2014					
5	Sumname5	GivenNames5M		5-1-1980	PlaceOfBirth:Armenia		candidate5@email.coi	523456789	Universiteit Twent	Course01	24-3-2014					
6																
7																
8																
9																
10																
11																

The export is done in Excel so that you can use the document to make your own statistics on the short list.

A column with the institution remarks is also included in the document so that these can also be taken into account during the definite selection. If your institution finds it practical the remarks field can be used to convey a ranking of the applications to the CCI. For example a ranking based on quality in a way the selection algorithm also sorts applications based on the assessment the embassies make.

Another way of using the remarks is a simple preference colleagues can convey to the CCI in case he has to take candidates off the short list.

6.2 Check and submit the grant application

Every time data in an application or in a course are changed in a way that makes it not eligible, Atlas will give a notification after the "Save"-button is pushed. It is possible to save these changes but it is not possible to submit the grant application with these data.

If unacceptable data was saved frequently you will get a long list of invalid applications in your notification. It is only possible to submit the grant application if all unacceptable data has been changed or if unacceptable applications are deleted from the grant application.

Submit Grant Application

The number of pre-nominated candidates exceeds the maximum number of nominations (15)

<div> <div></div> Surname2, GivenNames2 (2 Feb 1979 , Nederland) </div>	<ul style="list-style-type: none"> The course start date is not within the specified range.
<div> <div></div> Surname4, GivenNames4 (4 Apr 1979 , Nederland) </div>	<ul style="list-style-type: none"> The course start date is not within the specified range.
<div> <div></div> Surname5, GivenNames5 (5 Jan 1980 , Nederland) </div>	<ul style="list-style-type: none"> The course start date is not within the specified range.
<div> <div></div> Print, printje (24 Jan 1979 , Indonesia) </div>	<ul style="list-style-type: none"> The course start date is not within the specified range.
<div> <div></div> 4134, 1234 (3 Jan 1950 , Armenia) </div>	<ul style="list-style-type: none"> The employer organisation type is not eligible for nomination.

Retry

Cancel

<input type="checkbox"/>	Pre-nominated	Course16	2423423	grndrgh, gfhgfhgfh	16 Jan 1950	Male	Indonesia (1)
<input type="checkbox"/>	Pre-nominated	Course16	3423434	hallo, daar	1 Apr 1979	Female	Afghanistan (1)
<input type="checkbox"/>	Pre-nominated	Course16	3423434	hallo, daar	1 Apr 1979	Female	Afghanistan (1)
<input type="checkbox"/>	Pre-nominated	Course16	dfgdfg	hghgfh, gfhgfhgfh	24 Jan 1950	Female	Ethiopia (1)
<input type="checkbox"/>	Pre-nominated	Course01	3123123	Print, printje	24 Jan 1979	Male	Indonesia (1)

« 1 2 »

Submit grant application

Export to Excel

For this reason it is advisable to start in time with the preparation of the grant application.

If you want to check the number of invalid applications occasionally you can start to submit the grant application but cancel the process when you get to the notification.

If there is no invalid application in your grant application (left) you can push the green “Submit application”-button without notification. Make sure that the grant application is complete, is in accordance with the grant conditions, the additional housing allowance is applied for if applicable and the data is correct. The CCI is responsible for this.

Submit Grant Application

Application number: NFP-MA.14/0001

Contact:

Address: Address from Institution number 01

E-mail address grant application: CCI1@institution01.nl

IBAN/account number: 3452453456345

Account holder: Institution01

Maximum number of nominees: 15

Number of applications: 4

Submit **Cancel**

<input type="checkbox"/>	Registered	Course16	3423434	hallo, daar	1 Apr 1979	Female	Afghanistan (1)	
<input type="checkbox"/>	Registered	Course16	3423434	hallo, daar	1 Apr 1979	Female	Afghanistan (1)	
<input type="checkbox"/>	Registered	Course16	dfgdfg	hghgfh, gfhgfhg	24 Jan 1950	Female	Ethiopia (1)	
<input type="checkbox"/>	Registered	Course01	3123123	Print, printje	24 Jan 1979	Male	Indonesia (1)	

« 1 2 »

Submit grant application **Export to Excel**

Check and complete the “Submit Grant Application” screen. If everything is correct and complete press the green “Submit”-button.

Your grant application has then been submitted to Nuffic and is visible to Nuffic staff. You will receive a ‘confirmation of receipt’ e-mail from Atlas.

Submit Grant Application

The grant application is successfully submitted. A confirmation of receipt is sent.

Application number: NFP-MA.14/0001

Contact:

However, the grant application will not be processed until the deadline has passed. Before that time you have the opportunity to withdraw your grant application, make corrections to it and submit it again provided you submit before the deadline has passed.

6.3 Withdraw the submitted grant application

To withdraw the grant application go to the tab “Nominate candidates” and select the subprogram deadline for which you want to withdraw the grant and press “Search”.

Nominate candidates

Institution

Institution01

Sub-programme and deadline

NFP - MA, 13 Apr 2015

Course

(select)

Status

(select)

Surname

Date of birth

Gender

☒ Male ☒ Female

Reference number

New candidate

Search

4 / 15 nominated

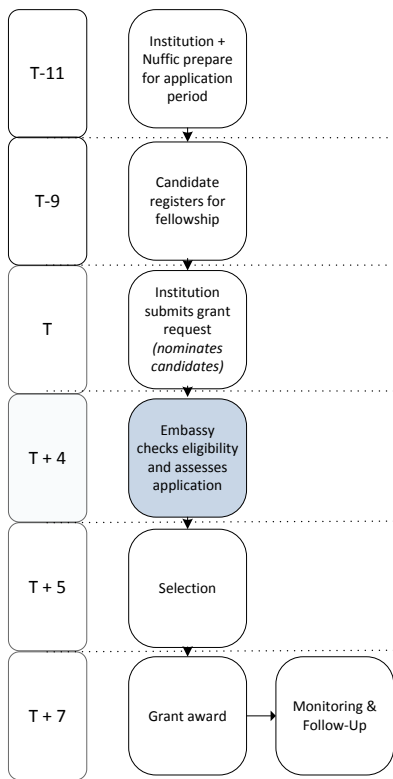
Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer	Institution rei
	Complete	Course01	Surname2, GivenNames2	2 Feb 1979	Female	Nederland (0)	Institution Rer
	Complete	Course01	Surname4, GivenNames4	4 Apr 1979	Female	Nederland (0)	Institution Rer
	Complete	Course01	Surname5, GivenNames5	5 Jan 1980	Male	Nederland (0)	Institution Rer
	Complete	Course16	44134 tertwert, tttw	1 Jan 1985	Male	Cuba (2)	
	Complete	Course16	3423434 uuuur, oerrr	1 Apr 1979	Female	Afghanistan (1)	
	Complete	Course16	3423434 uuuur, oerrr	1 Apr 1979	Female	Afghanistan (1)	
	Complete	Course16	3423434 uuuur, oerrr	1 Apr 1979	Female	Afghanistan (1)	
	Complete	Course16	testje cilou voor pdfding	wlekrj, lijkwelj 16 Aug 1978	Male	Kenya (1)	

Withdraw grant application

Export to Excel

Then push the yellow “Withdraw grant application”-button. A warning will appear with information on the consequences of withdrawing the grant application.

7 Assessment by the Dutch Embassies



This chapter is about the timeframe marked blue in below scheme

After the deadline for submission of the grant application has passed, the nominees on the grant applications of all institutions will be forwarded to the Dutch Embassies for assessment. Each nominee is assessed by the Embassy that is responsible for the country in which the nominee works.

Subsequently the Embassies have four weeks to check the [eligibility](#) of the nominated candidates, judge if the applications can be assigned to one or more of the policy themes as defined by the Ministry of Foreign Affairs and assess the eligible application based on the [assessment questions](#) in Atlas.

When answering the assessment questions the fellowship officer will assess the application in its entirety:

- the quality of the answers to the motivation questions,
- the quality of the employer's statement,
- how the chosen course, programme or research fits with the tasks of the candidate
- to what extent the position of the applicant allows for a good implementation and dissemination of the newly-acquired knowledge in his daily work,
- to what extent the application fits into the objective and target group of NFP or MSP respectively,
- and/or one of the policy themes of the programmes (as far as NFP is concerned)
- and/or the country focus ([NFP](#) or [MSP](#)) in order to contribute to the development of the country
- how well the plans for the time after returning to the employer are described and how easily they can be implemented.

Both the eligibility reasons and the assessment questions are specific for each sub-programme.

7.1 Assessment screen

The Dutch Embassies' fellowship officers have the same welcome screen as account holders of the Dutch education institutions, except for the tab(s) in which they work. Fellowship officers have a single tab in which they do all their work:

nufficAtlas

Version: 1.0.0.3

Eligibility check

Welcome to Atlas

This is the homepage of Atlas for Dutch Higher Education Institutions and Dutch Embassies.

Atlas is the administrative tool of the Netherlands Fellowship Programmes (NFP II) and the MENA Scholarship Programme (MSP II). It facilitates the application and selection part of the programmes as well as the financial monitoring and follow-up.

Actions in Atlas can have irreversible consequences. We advise you to read the following information regarding the NFP and MSP process and Atlas thoroughly.

For Dutch institutions: nominating candidates means applying for a grant and agreeing to the Grant Conditions as drafted by Nuffic.

For Dutch embassies: assessing candidates as 'not eligible' means that those candidates will not participate in the selection process and will be informed of your decision accordingly. The assessment of applications done by the embassy largely determines the outcome of the selection.

Using Atlas means that you agree to the user policy for Atlas.

General information about NFP and MSP and news are available on:

www.nuffic.nl/nfp/institutions
www.nuffic.nl/nfp/embassies

The Atlas user manual and the user policy can also be found on these websites.

If you have questions about Atlas please consult the user manual and the FAQs first.

If you cannot find a solution to your question or problem in the manual and the FAQs contact the NFP team via nfp-fellowships@nuffic.nl or +31 (0)70 – 42 60 167.

An instruction on how to request a new account or change your account is included in the Atlas user manual.

As fellowship officers may work for more than one country they can filter on country. Further filters are sub-programme and deadline, surname, status, date of birth, their own reference number and the policy theme.

nufficAtlas

Version: 1.0.0.3

Eligibility check

Eligibility check

Country

Ethiopia

Sub-programme and deadline

(select)

Surname

Status

(select)

Date of birth

Embassy ref. nr.

Policy theme

☐ Food security ☐ SRL ☐ SRHR ☐ Water

Search

Embassy ref. nr.	Name	Date of birth	Gender	Field of study	Employing organisation	Status	Remarks
	van Lier, Maria	7 May 1974	Female		University of Ethiopia	Assessed	
	Vassalo, Deratu	1 Jan 1970	Male		employer 1	Assessed	
	Worku, Meseret	1 Jan 1970	Male		employer 1	Assessed	
	Yifru, Theodoros	1 Jan 1970	Female		Employer 3	Assessed	
	Zemiro, Theodor	1 Jan 1970	Female		employer 1	Assessed	

< 1 2 3 4 >

Export to Excel

When filtering on policy theme Atlas will only show applications which have already been assigned a policy theme by the embassy before. Compare both screens; on the first screen above there is no policy theme filter applied.

Version: 1.0.0.3

nuffic Atlas

Eligibility check

Eligibility check

Country: Ethiopia

Sub-programme and deadline: (select)

Surname:

Status: (select)

Date of birth:

Embassy ref. nr.:

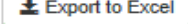
Policy theme: ☒ Food security ☐ SRL ☐ SRHR ☐ Water


Search

Embassy ref. nr.	Name	Date of birth	Gender	Field of study	Employing organisation	Status	Remarks
	Bach, Mammi	9 Jan 1974	Female		addis nr 1	Not eligible	
	Baki, Bami	16 Jan 1974	Female		addis nr 1	Assessed	

Export to Excel

This screen like the welcome screen resembles your own screen. There is a “search”-button and after searching Atlas shows the list of applications that get through the filter.

The Embassy too has an  -button for establishing their own archive and making their own statistics.

By clicking on the  to the left of an application the screen with the details of the applicant and the application opens:

Version: 1.0.0.3

Candidate application details

Personal details

Surname	Worku
Given name(s)	Meseret
Gender	Male
Date of birth	1 Jan 1970
Place of birth	Addis Ababa
Nationality	Ethiopia
E-mail address	abera@ethiopia.et
Telephone	012-314522145

Study programme

Institution	Wageningen University
Title PhD research proposal	Title 7
Discipline	Agriculture and environment
Start date scholarship	10 Sep 2014
End date scholarship	10 Sep 2018
Duration scholarship	48 Month(s)
Field research period	12
Tuition Fee	€ 28606.00
Supervisor name	supervisor 1
Supervisor e-mail address	supervisor1@ethiopia.et
Co-supervisor name	cosupervisor 1
Co-supervisor e-mail address	cosupervisor1@ethiopia.et
Co-supervisor tasks	tasks co-supervisor
Reference number	IZ62

Nominating employer

Name of employing organisation	employer 1
Type of employing organisation	Government/semi-government
Country of employing organisation	Ethiopia
Current position	position 1
Tasks and responsibilities	task 1
Name of superior	superior 1
E-mail address of superior	superior1@employer1.et
Telephone of superior	0121-5236523

Documents	
<p>i The documents need to be in pdf format and should not exceed 2 MB.</p>	
Copy of passport	Download candidate document
Employer statement	Download candidate document
Government statement	
Admission letter/letter of Supervisor (Optional)	Download candidate document

Motivation	
What is the issue or problem you want to address in your country?	Ethiopia is Africa's oldest independent country and its second largest in terms of population. Apart from a five-year occupation by Mussolini's Italy, it has never been colonised.
How will this course enable you to address this issue?	It has a unique cultural heritage, being the home of the Ethiopian Orthodox Church - one of the oldest Christian churches - and a monarchy that ended only in the coup of 1974.
How will you address this issue with your position within your organisation?	It served as a symbol of African independence throughout the colonial period, and was a founder member of the United Nations and the African base for many international organisations.

Embassy	
Embassy reference number	<input type="text"/>
Policy themes	<input type="checkbox"/> Food security <input type="checkbox"/> Sexual and reproductive health and rights <input type="checkbox"/> Security and rule of law <input type="checkbox"/> Water
Remarks embassy	<input type="text"/>
Eligibility	<input checked="" type="radio"/> Eligible <input type="radio"/> Not eligible

Please note that fellowship officers can see your institution's reference number, but they cannot see the remarks you made about an application. It is therefore not possible to communicate with an embassy about an application through Atlas.

The difference with your detail-screen is the passage with the heading "Embassy". After screening the application the first step for the fellowship officer is to decide whether the application is eligible by clicking Eligible or Not eligible at the bottom of the screen.

7.2 Not eligible application

If the application is not eligible the fellowship officer will mark it "not eligible". Through this action a list with rejection reasons will unfold. It is mandatory to choose at least one rejection reason to be able to save the eligibility decision.

Eligibility
Country
Sub-pr
Surname
Status
Date of
Embass
Policy t

Em

1

Eligibility
Rejection reasons

☐ Eligible
☒ Not eligible

☐ Employer statement does not mention the name of the candidate
☐ Employer's statement is forged
☐ Employer's statement is expired
☐ Employer's statement does not include the commitment to retain the candidate's job
☐ Employer's statement does not describe a plan of implementation after return to candidate's homecountry
☐ Employer's statement does not describe the benefit of the course for the employing organization
☐ Employers statement is not written by the candidate's current employer
☐ Employer's statement does not mentioned why the candidate is the most suitable person to participate in the course
☐ Employer's statement is not provided
☐ Employer's statement is not readable
☐ Employer's statement is not signed and stamped
☐ Employing organization could not be verified
☐ Employing organization could not be reached by phone after three attempts
☐ Employing organization is not officially registered
☐ Employing organization has its own staff development facilities and is therefore considered not eligible for NFP
☐ Government statement is not from competent authority
☐ Government statement is not provided
☐ Government statement is not readable
☐ Identification document is expired
☐ Identification document is forged
☐ Identification document is not official
☐ Identification document is not provided
☐ Identification document is not readable
☐ Candidate has been nominated for multiple courses which take place at the same time
☐ The candidate is not employed
☐ less than 25% of the research period are held in the candidate's homecountry

Please choose one or more reasons for rejection.

Save
Save and Close
Cancel

Each rejection reason is a specification on why the application does not meet an eligibility criterion. This specification is necessary because you will have to send the emails in which you inform candidates of their non-eligibility. As you are not the ones who rejected the applicants – more so by nominating them you mistakenly assumed that they would be eligible – it is important that the fellowship officer is specific with his motivation to exclude an applicant from NFP.

The indicated reasons, which are visible to the fellowship officers in the above screen, are coupled to more precise descriptions, which you will see in the export from your screen “view candidates”. In this excel export there is a column in which the reason(s) for rejection are shown per *not eligible* candidate. These reasons can be imported in the format of the rejection letter which Nuffic provides on the institutions-website by using for example mailmerge.

For example, one of the eligibility criteria is:
To be eligible a nominated candidate:

☐ must have an official and valid passport

There are many ways in which an applicant cannot meet this eligibility criterion.

Subprogramme for which this rejection reason is applicable	Document	Denotative description of the embassy checkbox	Precise description for the rejection letter; coupled to the denotative description
NFP-SC, NFP-MA, NFP-PhD, MSP-SC	ID	Identification document is expired	The identification document which you attached is expired.
NFP-SC, NFP-MA, NFP-PhD, MSP-SC	ID	Identification document is forged	The validity of your identification document could not be confirmed.
NFP-SC, NFP-MA, NFP-PhD, MSP-SC	ID	Identification document is not official	The identification document you attached is not an official document of identification in your country.
NFP-SC, NFP-MA, NFP-PhD, MSP-SC	ID	Identification document is not provided	You did not provide an identification document.
NFP-SC, NFP-MA, NFP-PhD, MSP-SC	ID	Identification document is not readable	The identification document you attached could not be opened or proved to be unreadable.

For the complete table of rejection reasons and the text to which they are coupled please follow the link which is given at the beginning of the chapter.

As soon as the selection is known it is possible to send the rejection letters/emails.

7.3 No eligibility check

In case a fellowship officer fails to do the eligibility check or the embassy chooses not to invest in the eligibility check of NFP/MSP candidates, the application will be given the status *not eligible* when the deadline for the assessment passes. These applications will not participate in the selection. The rejection reason of these applications is in the same column as the applications that were actively rejected by fellowship officers.

7.4 Assessment of eligible applications

If the fellowship officer marks an application eligible the assessment questions will unfold:

Embassy	
Embassy reference number	<input type="text"/>
Policy themes	<input type="radio"/> Food security <input type="radio"/> Sexual and reproductive health and rights <input type="radio"/> Security and rule of law <input type="radio"/> Water
Remarks embassy	<input type="text"/>
Eligibility	<input checked="" type="radio"/> Eligible <input type="radio"/> Not eligible
Score criteria	<p>To what extent does the application fit into one or more of the policy principles of the Ministry of Foreign Affairs? (Food security, sexual and reproductive health and rights, security and the rule of law, water)</p> <p> <input checked="" type="radio"/> Poor / not assessed <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent </p> <p>To what extent does the application fit into the bilateral development cooperation policy of the embassy? (according to the country focus document)</p> <p> <input checked="" type="radio"/> Poor / not assessed <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent </p> <p>To what extent is the description of the problem outlined specific and relevant? • What: What do I want to accomplish? • Why: Specific reasons, purpose or benefits of accomplishing the goal. • Who: Who is involved? • Where: Identify a location. • Which: Identify requirements and constraints.</p> <p> <input checked="" type="radio"/> Poor / not assessed <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent </p> <p>To what extent is the description of how the chosen program can contribute to solving the problem outlined specific, achievable and relevant? Look at: - Measurability - Realistic timeframe of implementation - Relevance - Achievability</p> <p> <input checked="" type="radio"/> Poor / not assessed <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent </p> <p>To what extent is the motivation of the candidate in accordance with mission, activities and ambitions of the employer?</p>

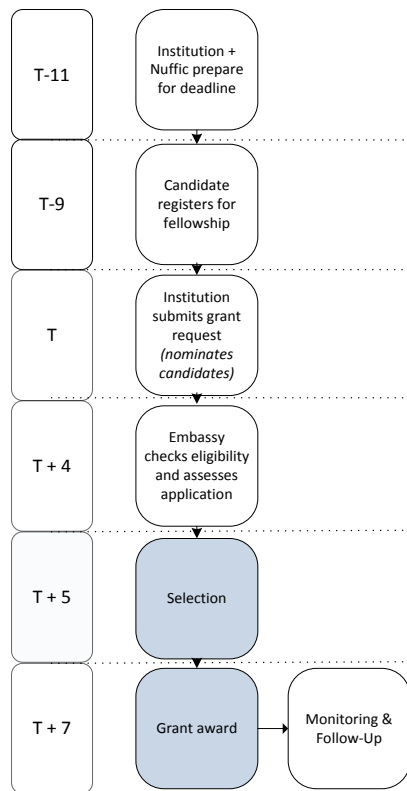
Each question has to be answered with one of the ratings shown in above screen. Each answer indirectly leads to a number of points. These points are weighed per question as the questions have different degrees of importance for the total assessment of the application. The weighed points are added before the selection and constitute the total rating of an application.

The [assessment questions](#) can be found on the NFP-website for institutions.

7.5 No assessment of eligible applications

If fellowship officers do not assess the application (if they do not answer the assessment questions) the application will participate in the selection with the lowest rating. The chances of such an application being selected is very low, although there is still a possibility that it will be selected depending on whether it fits into one or more of the priority areas.

8 Selection and Grant Award



This chapter is about the timeframe marked blue in below scheme

When the deadline for the embassies to assess the nominees has passed Nuffic's generates the selection. Nuffic checks whether the selection meets the requirements of NFP2 and MSP2 and approves the selection. After the selection is definite it is made visible in Atlas and the Grant Awards will be sent to the institutions.

8.1 The selection algorithm

Four weeks after you submitted your grant application the embassies will have completed their assessment. In this phase it not possible for either the embassies or institutions to make changes to the applications.. The complete, eligible and assessed applications can now be ranked by Atlas in order to make a selection.

When the program administrators of NFP and MSP push the button "execute selection" the first thing Atlas does is calculate the fellowship costs for each individual eligible nominee.

For NFP 2 Atlas ranks them according to the score into which the assessment of the embassies has been translated (and by a random number in case candidate have the same calculated score). Then it will pick candidates from this sorted list until the deadline budget is used up. While picking candidates Atlas takes into account three policy themes:

1. At least half of the budget per sub-programme per deadline must be allocated to applications from Sub-Saharan Africa.
2. At least 35% of the budget must be allocated to applications that fit the policy theme Food Security.
3. At least 67% of the budget must be allocated to fellowships from countries in category 1.

After these three policy themes have met their required quota and the deadline budget is exhausted Atlas exchanges the male *selected candidates* with the lowest score for female *not selected* candidates with the highest score until the selection meets the fourth policy theme:

4. At least half of the fellowships must be allocated to women

Regarding MSP 2 Atlas sorts the candidates by country and within each country list sorts them by the score into which the assessment of the embassies has been translated (and by a random number in case students have the same calculated score).

The top candidates of each country will be picked in turns until the deadline budget is used up and the countries have an equal number of fellowships. If the budget cannot accommodate an equal amount of fellowships for each country the candidate with the highest score of any country will be selected next.

Finally Atlas exchanges the male *selected candidates* with the lowest score for female *not selected* candidates with the highest score from the same country.

8.2 Nuffic checks and approves the selection

Although Atlas does the selection on the basis of a fixed algorithm which will ideally make a selection that meets the requirements as mentioned above. It is possible that the requirements cannot be met. This can happen in the event that there are too few candidates from: Sub-Sahara Africa or a category 1 country. But also if there are too few candidates that fulfill the food security policy theme and/ or female gender requisite.

If this is the case the selection will not be altered, however the Ministry of Foreign Affairs will be informed that the requirements have not been met for one or more subprogrammes.

After the accountable programme administrator has given his pre-approval of the selection it is forwarded to the mandate holder and approved.

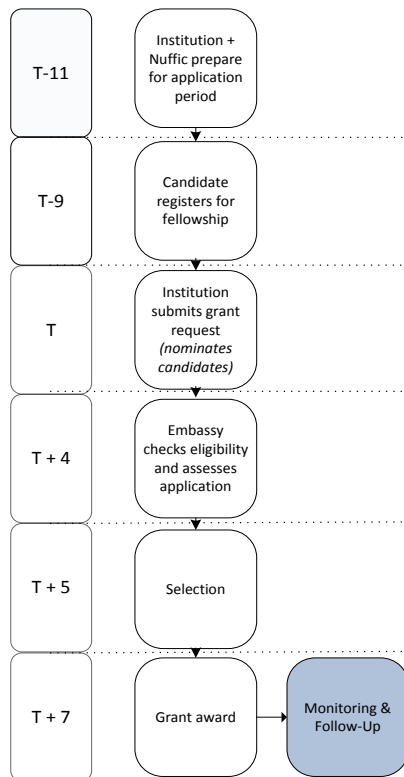
8.3 Publishing the selection in Atlas and sending the grant decision

Through approving the selection Atlas gets the order to turn the status of selected candidates from *nominated* to *selected* and the status of not selected candidates from *nominated* to *not selected*. All other statuses will remain the same (discarded, complete, not nominated).

You can see all candidates and their current statuses in the *View candidates* screen and you can see all candidates that have been selected at one point or the other in the screen *Manage grants*. You will not see them in your *Nominate candidates* screen anymore, as this step of the process is completed.

Furthermore approving the selection enables Atlas to generate the grant awards Those are checked by the programme officer, the financial officer and the mandate holder and are sent by email to the CCI of the respective institution, as well as any other persons whom have been given contactperson privileges at the time of the grant application.

9 Monitoring and Follow-Up



This chapter is about the timeframe marked blue in below scheme

After you have received the grant award, all nominated candidates must be informed of the status of their application and arrangements for travel and accommodation must be made by the institution for selected fellowship holders.

Parallel to this and during the stay of the fellowship holders up until the end of the grant period, you have the task of registering the developments with regard to the fellowships in Atlas. This chapter explains what to register, when to register those changes, how to process the changes in Atlas and why you have to keep the administration of the grant in Atlas up to date.

It will also touch upon the consequences of not following the procedures correctly and directs to the applicable sections in the Grant Conditions and/or the NFP and MSP reminder procedure.

9.1 Informing the applicants of the selection

Article 26 I) of the Grant Conditions Netherlands Fellowship Programmes and MENA Scholarship Programme determines: “The NFP grant recipient is explicitly responsible for informing all nominated candidates for an NFP fellowship individually on the outcome of the selection. The NFP grant recipient will inform selected candidates (sending an NFP fellowship award letter), candidates who have not been selected and candidates with a non-eligible application, including informing them of the reason their application is non-eligible.”

You can do this as soon as you have received the grant award, only then is the selection definite.

Informing not nominated applicants:

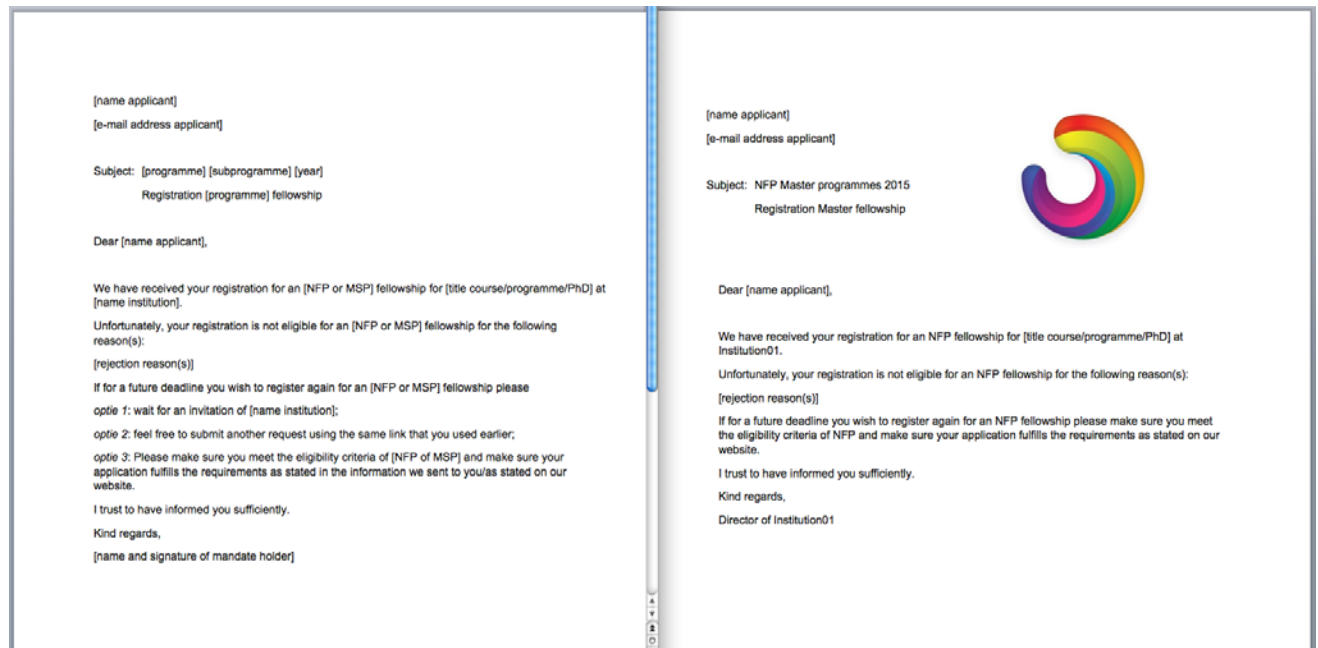
The Grant Conditions do not obligate you to inform the applicants you have not nominated. It is up to you if you wish to contact these candidates.

Informing not eligible nominees:

The Grant Conditions obligate you to inform the nominated candidates who are not eligible for NFP 2 and MSP 2 of their non-eligibility and of the reason(s) for which they are not eligible.

On the NFP-MSP-institutions website you can find the [Letter template – Non-eligible candidates](#).

The easiest way is to download the template, customize it to fit your institution: the subprogramme/deadline and the way you decided to approach not-eligible candidate (e.g. to invite them to try again next time or to urge them to read the eligibility criteria) and save the template. See example below.



Export the list of non-eligible candidates from your screen *View candidates*. Column AS shows the reason for rejection. Use a mail merging programme to send individualized letters automated.

Informing not selected candidates:

The Grant Conditions obligate you to inform the nominated candidates who were not selected as fellowship holders for NFP 2 and MSP 2.

On the NFP-MSP-institutions website you can find the [Letter template Non-selected candidates](#).

For the easiest approach of sending the letters automated see the description in the previous paragraph.

Please be aware that all not-selected candidates can be reserve candidates. It depends on the qualities of the withdrawn fellowship holder and whether there is a suitable replacement candidate among the remaining not selected candidates.

The replacement algorithm always looks for a candidate who applied for the same institution.

Regarding NFP, Atlas will replace

- a fellowship holder from Sub-Sahara Africa with someone who also comes from Sub-Sahara
- a fellowship holder whose application contributes to Food Security with someone who also contributes to Food Security
- a fellowship holder who is female with another woman
- a fellowship holder from a category 1 country with someone who is from a category 1 country as well.

If more than one candidate suits the profile, the one with the highest score will be selected.

Regarding MSP the algorithm replaces the withdrawn fellowship holder by a *not-selected* fellow country-man with the highest score. If there is no *not selected* candidate for the same country, a replacement will be chosen from the country with the least fellowships.

If you wish to inform candidates of the possibility to be selected as a replacement, you are free to do so. The advantage is that it is more likely that *not selected* candidates are still available at a later stage. The disadvantage can be that candidates may persistently enquire about the availability of fellowships.

Informing fellowship holders:

After you received the grant award you will want to inform the fellowship holders as soon as possible. The embassies are already aware of the results of the selection. There is a [Letter template - Selected candidates](#) on the NFP-MSP-institutions website, which you can use along with the document [Obligations for NFP and MSP Fellowship Holders](#) to inform selected candidates.

In article 6 of the latter document is a short list with the obligations of the institution.

The document sums up the obligations of the fellowship holder and you can commit the students to agreeing to them, before you prepare for their stay and arrange for their arrival in the Netherlands.

9.2 Registering changes in the grant

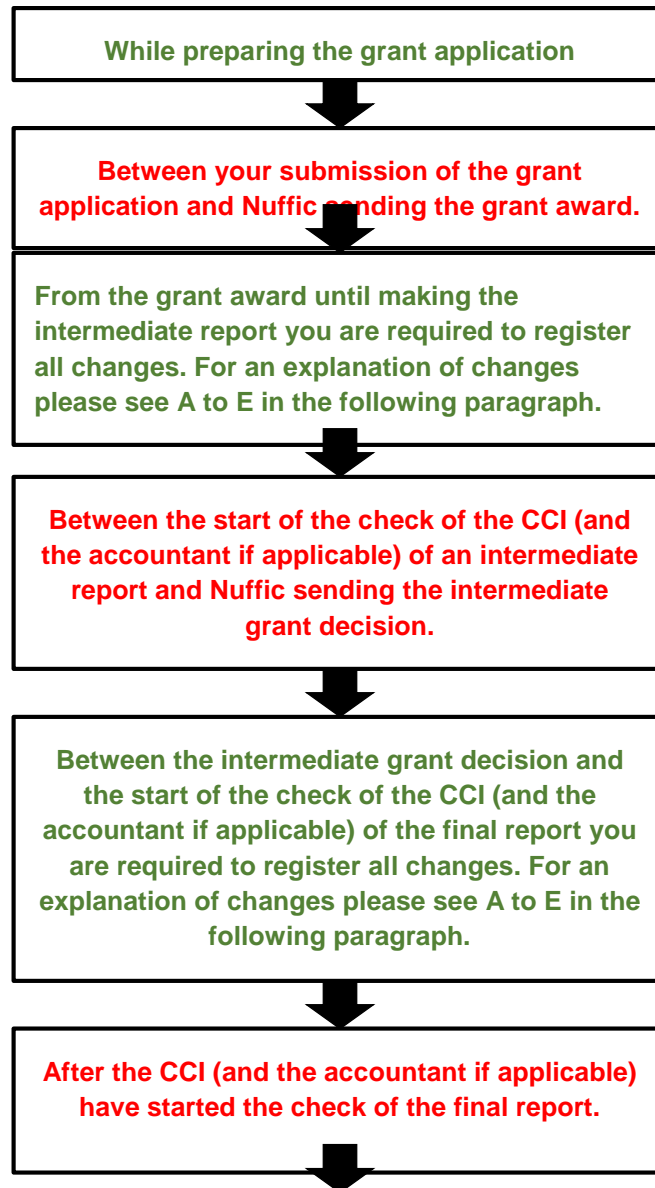
There are a number of changes that can happen before and during the grant period. It is important to register them in Atlas as soon as you are aware of them. These will be processed in the final report (and the preliminary report if applicable) automatically. The accountant will check if these changes have been performed correctly. For more information on what Nuffic means by rightful and correct please see the Grant Conditions.

There are limitations to the possibility to “register changes as soon as you come to know them”. In certain periods it is not possible to change all candidate or course/programme details. This is the case, because making changes may interfere with the actions of say the fellowship officers or programme administrators.

For example, if you were to change the period abroad for a prospective fellowship holder while Nuffic was preparing the grant awards, the fellowship costs of this fellowship holder would change while Nuffic was still preparing the grant award.

Another example, while the CCI of your institution checks the final report in order to submit it to Nuffic, it is not possible for colleagues with a basic account to register extensions or make other changes. The CCI would otherwise be responsible for submitting a change that was made while he was checking the report and therefore could not see.

Periods in which you cannot change the candidates details, personal or concerning the fellowship are in red letters in the scheme below. Periods in which you can change the data of fellowship holders (with a few exception like for example the date of birth after submission of the grant application) are in green letters.



If Nuffic rejects your submitted intermediate or final reports and asks for corrections then you are able to make changes again until the CCI (and the accountant if applicable) have started checking the revised intermediate or final report.

Changes that always have to be registered in Atlas are:

[A\) withdrawal of a fellowship holder before the start of the training and if possible replacing him](#)

[B\) financed extension of a fellowship](#)

[C\) periods abroad](#)

[D\) change of course data respectively changes to the start and end date of a PhD study](#)

[E\) ending the study \(in the foreseeable future\), with or without diploma.](#)

A) Withdrawal and (if applicable) replacement of a fellowship holder

Withdraw a candidate

From the moment you submitted the grant application it is possible that candidates you included in your nomination may withdraw from the course they applied for.

To withdraw a candidate go to the screen *Manage grants* and search for the candidate in question.

Version: 1.1.5.0

[My institutions](#)
[Edit course offer](#)
[View candidates](#)
[Nominate candidates](#)
[Manage grants](#)
[Replace candidates](#)

Manage grants

Institution

Institution01

Sub-programme and deadline

NFP - MA, 1 Jan 2015

Course

Course01

Status

Selected

Surname

Date of birth

Gender

☒ Male
 ☐ Female

Reference number

Search

	Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer
	Selected	Course01	NFP-MA/ 102	Surname102, GivenNames1	2 Feb 1979	Female	Ethiopia
	Selected	Course01	NFP-MA/ 105	Surname105, GivenNames1	2 Feb 1979	Male	Ethiopia
	Selected	Course01	NFP-MA/ 107	Surname107, GivenNames1	2 Feb 1979	Female	Ethiopia
	Selected	Course01	NFP-MA/ 110	Surname110, GivenNames1	2 Feb 1979	Male	Ethiopia
	Selected	Course01	NFP-MA/ 111	Surname111, GivenNames1	2 Feb 1979	Male	Ethiopia
	Selected	Course01	NFP-MA/ 112	Surname112, GivenNames1	2 Feb 1979	Female	Ethiopia
	Selected	Course01	NFP-MA/ 115	Surname115, GivenNames1	2 Feb 1979	Male	Ethiopia
	Selected	Course01	NFP-MA/ 116	Surname116, GivenNames1	2 Feb 1979	Male	Ethiopia
	Selected	Course01	NFP-MA/ 117	Surname117, GivenNames1	2 Feb 1979	Female	Ethiopia
	Selected	Course01	NFP-MA/ 120	Surname120, GivenNames1	2 Feb 1979	Male	Ethiopia

« 1 2 »

Look report

Export to Excel

Open the candidate application details screen, push “edit” and scroll to the field *Status*. Choose the status “withdrawn”.

Version: 1.1.5.0

Candidate application details

Deadline: NFP - MA, 1 Jan 2015
Save Save and Close Cancel

Personal details

Surname	Surname102
Given name(s)	GivenNames1
Gender	Female
Date of birth	2 Feb 1979
Place of birth	PlaceOfBirth2
Nationality	Ethiopia
E-mail address	candidate2@email.com
Telephone	223456789

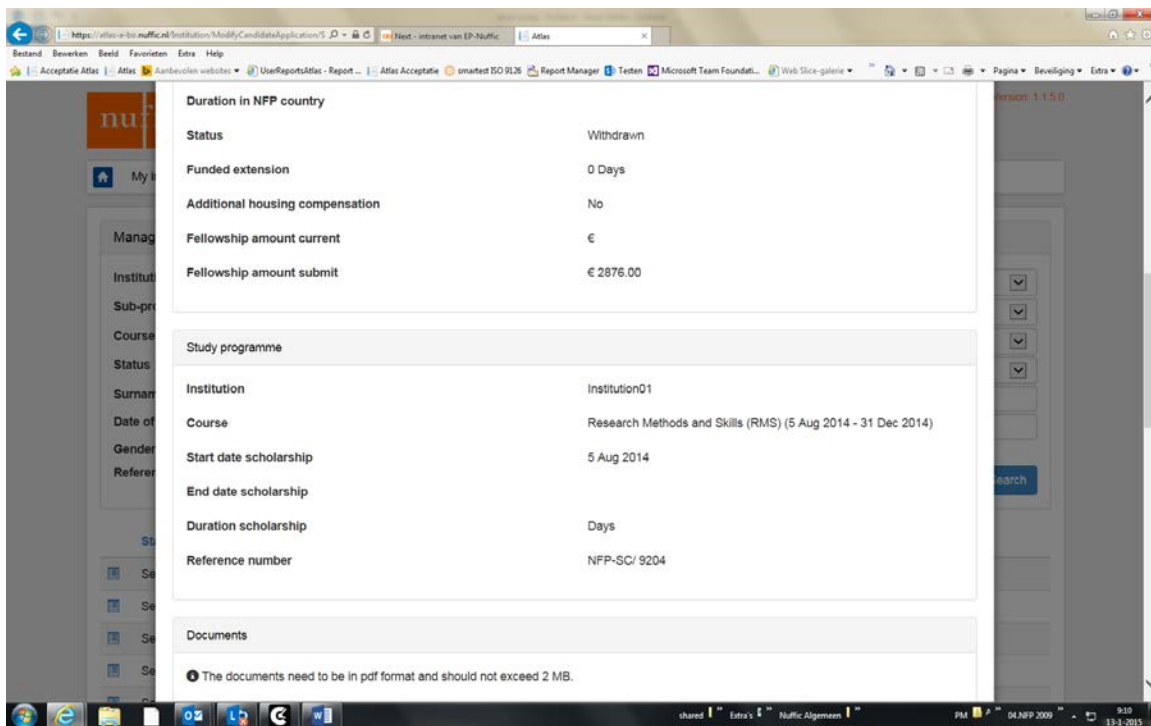
Remarks

Internal remarks from the institution	21814.0000
---------------------------------------	------------

Fellowship information

Duration in NFP country	<div> Please select the current status of the application. Month(s) </div>
Status	<div> <No change> Finished-without-diploma Graduated Graduation-expected-shortly Withdrawn </div>
Funded extension	
Thesis compensation	
Fellowship amount current	€ 22664.00

In the field *End date scholarship* register the date on which the fellowship holder left the Netherlands, or in case the fellowship holder did not come leave the field vacant. In the field *Duration scholarship* fill the number of days or months (depending on the sub-programme) that the fellowship holder participated in the course. Fill in 0 if the fellowship holder did not come. The fellowship costs will be adapted to the shorter stay of the student automatically for the intermediate and/or final report.



As you can see from the screen shots the status will change to “withdrawn” in the overview.

nuffic Atlas Version: 1.1.5.0

My institutions Edit course offer View candidates Nominate candidates **Manage grants** Replace candidates

Manage grants

Institution: Institution01

Sub-programme and deadline: NFP - MA, 1 Jan 2015

Course: Course01

Status: (select)

Surname:

Date of birth:

Gender: ☒ Male ☒ Female

Reference number:

Search

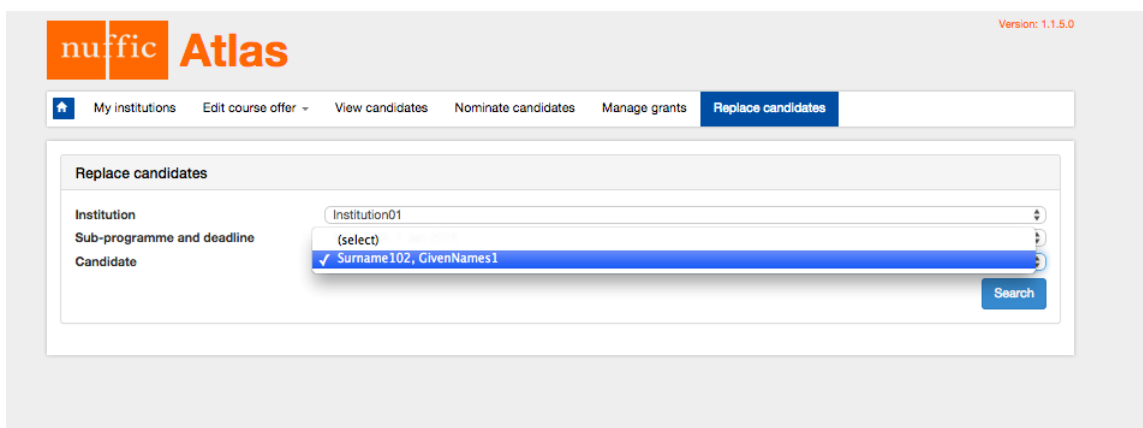
Status	Study programme	Ref. No.	Name	Date of birth	Gender	Country of employer
Withdrawn	Course01	NFP-MA/ 102	Surname102, GivenNames1	2 Feb 1979	Female	Ethiopia
Selected	Course01	NFP-MA/ 105	Surname105, GivenNames1	2 Feb 1979	Male	Ethiopia
Selected	Course01	NFP-MA/ 107	Surname107, GivenNames1	2 Feb 1979	Female	Ethiopia
Selected	Course01	NFP-MA/ 110	Surname110, GivenNames1	2 Feb 1979	Male	Ethiopia
Selected	Course01	NFP-MA/ 111	Surname111, GivenNames1	2 Feb 1979	Male	Ethiopia

Find a replacement

If you want to replace a fellowship holder who has withdrawn, go to the screen *Replace candidates*. (This is only possible if there is a suitable replacement candidate, i.e. an applicant who applied for a course which is the same or a lower price than the course of the original

candidate, and if the course has started less than seven days before you search for a replacement.)

Chose the applicable subprogramme and deadline and select the candidate you want to replace.



nuffic Atlas Version: 1.1.5.0

My institutions Edit course offer View candidates Nominate candidates Manage grants Replace candidates

Replace candidates

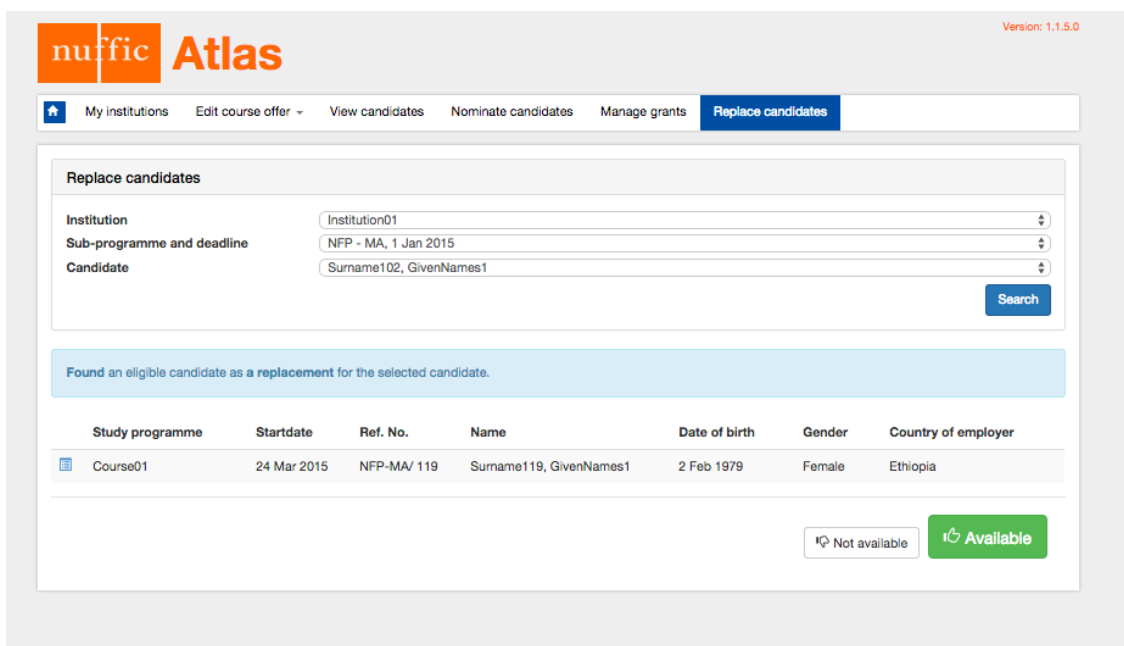
Institution Institution01

Sub-programme and deadline (select)

Candidate ✓ Surname102, GivenNames1

Search

Atlas will give you one replacement at a time. Please contact the candidate Atlas selected as replacement and inquire whether the candidate accepts the fellowship. If the replacement candidate is available push the green “available”-button and then confirm the safety question.



nuffic Atlas Version: 1.1.5.0

My institutions Edit course offer View candidates Nominate candidates Manage grants Replace candidates

Replace candidates

Institution Institution01

Sub-programme and deadline NFP - MA, 1 Jan 2015

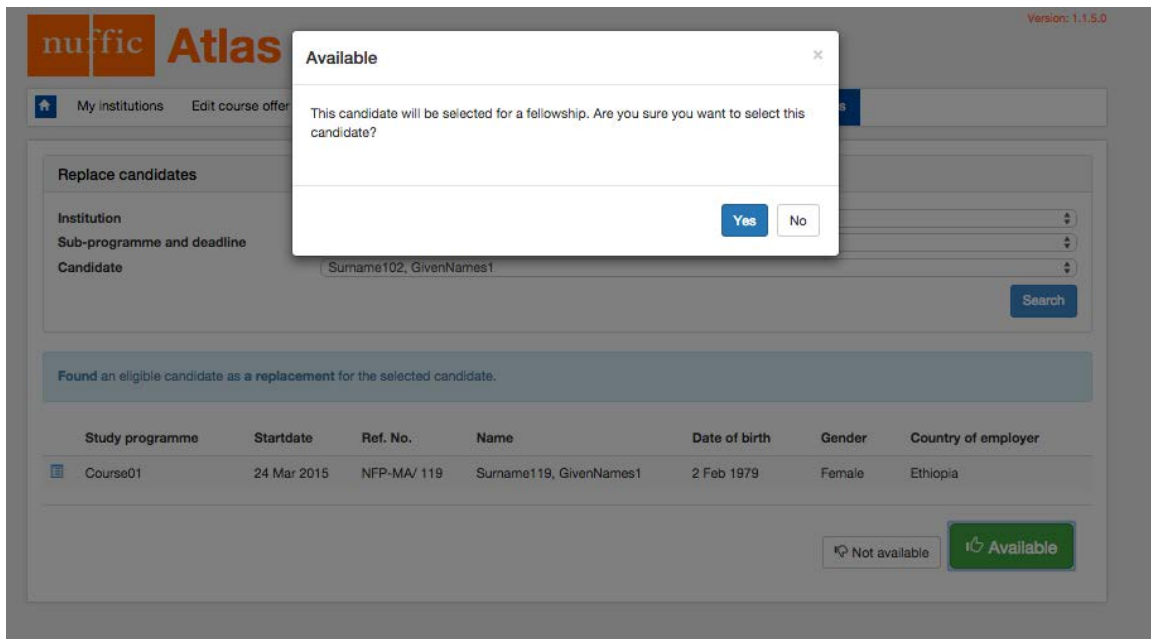
Candidate Surname102, GivenNames1

Search

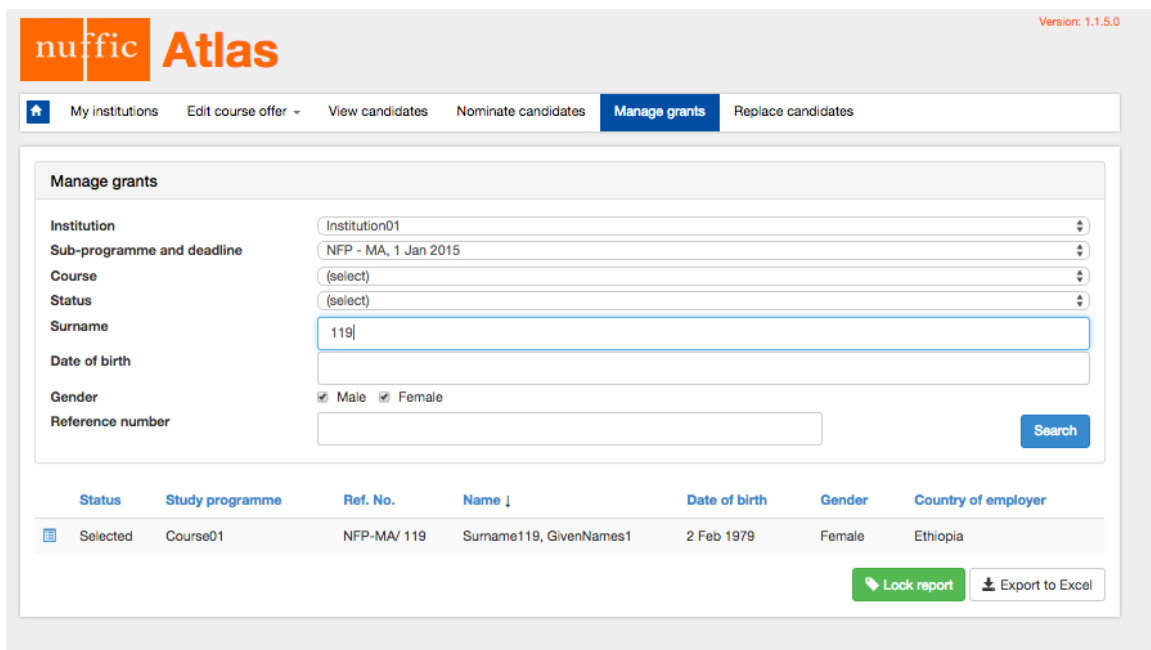
Found an eligible candidate as a replacement for the selected candidate.

Study programme	Startdate	Ref. No.	Name	Date of birth	Gender	Country of employer
Course01	24 Mar 2015	NFP-MA/ 119	Surname119, GivenNames1	2 Feb 1979	Female	Ethiopia

Not available Available



The replacement candidate now has the status “selected”.



If the replacement candidate that Atlas suggested is not available you must cancel his/her application by pushing the grey “not available”-button and confirming the safety question.

Version: 1.1.5.0

My institutions Edit course offer

Replace candidates

Institution
Sub-programme and deadline
Candidate

Search

Found an eligible candidate as a replacement for the selected candidate.

Study programme	Startdate	Ref. No.	Name	Date of birth	Gender	Country of employer
Course01	24 Mar 2015	NFP-MA/ 127	Surname127, GivenNames1	2 Feb 1979	Female	Zimbabwe

Not available Available

This candidate will get the status withdrawn which cannot be changed back. Atlas will give you a new candidate immediately. Be careful not to repeat pushing the “not available”-button without contacting the new replacement candidate provided by Atlas.

B) extensions of a fellowship, financed and unfinanced.

For the rules regarding financed and unfinanced extensions of the fellowship please consult the Grant Conditions.

You do not need to register an unfinanced extension in Atlas nor do you need to inform Nuffic. A maximum unfinanced extension of 90 days for short courses, 3 months for Master programmes and nine months for PhD is always added to the grant period.

To register a financed extension go to the screen *Manage Grants* and select the fellowship holder whose fellowship you wish to extend. Push the “edit” button and scroll down to the field Funded extension. For short course you can choose the number of days you wish to extend the fellowship with. If the extension concerns a Master or a PhD fellowship, chose the number of months you wish to extend the fellowship with.

Fellowship information

Duration in NFP country Month(s)

Status

Funded extension Month(s)

Thesis compensation

Fellowship amount current € 22664.00

Please be aware that only exceptional cases are eligible for funded extension. This extension will be added to the duration of the course or scholarship period for funding.

C) Studying abroad.

Both Master fellowship holders and PhD fellowship holders can conduct part of their studies or research in an NFP-country. They decide together with their employer and their supervisor at the institution for how long they want to go.

You have to register the period spent in an NFP-country in the field Duration in an NFP country.

Remarks

Internal remarks from the institution

Fellowship information

Duration in NFP country 6 Month(s)

Status <No change>

Funded extension 0 Month(s)

Thesis compensation Yes

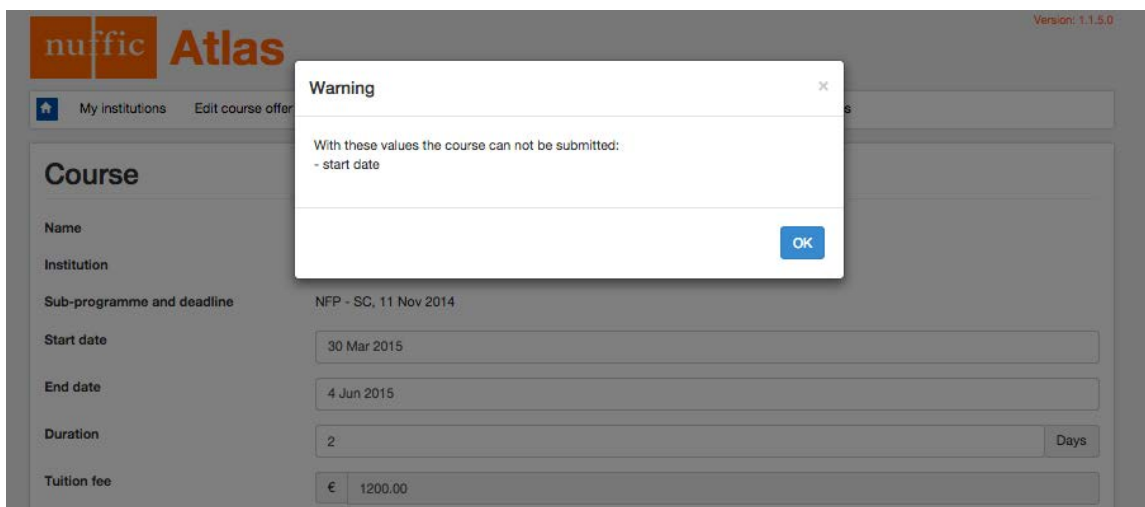
Fellowship amount current € 22664.00

D) change of course data or changes to the start and end date of a PhD study

For short courses and Master programmes the data of the training will probably not change very frequently after the submission of the grant application. Should it be necessary however, it is possible to change the start and/or end date of the training. Go to the screen *Edit course offer -> After grant award*, chose the course you want to modify and enter another date. The change will be implemented in the individual applications automatically.

Make sure you enter dates that fit within the possible deadline start dates. If the start date is not within the permitted timeframe you will be able submit the course, however you will not be able to submit the report at a later stage. In any case, you will get a notification from Atlas immediately that the dates are not permitted.

You can find the permitted start and end dates per deadline on our website.



For PhD students it is more common that they start on a different date than the one originally registered in Atlas during the application process. If you want to change the data go to the screen *Manage grants*, select the applicable candidate, push the “edit” button and enter the correct start and end date.

Under certain circumstances it might be necessary to cancel a course. Nuffic tries to prevent cancellations of courses after the selection by offering institutions the possibility to enter a minimum number of fellowships for each course before submitting the grant application. If however the cancellation of a course is unavoidable, you will have to give each fellowship holder the status withdrawn in the *Manage grants* screen in Atlas. It is possible to select replacement candidates for a different course of the same deadline if the fellowship costs are the same or less and the course has started less than 7 days before. Give all candidates of the cancelled course the status withdrawn. If possible Atlas will give you replacements candidates for another course.

In very exceptional circumstances it is permitted to change the course of a fellowship holder. To do this go to the tab “Manage grants”, edit the details of the fellowship holder and select the course to which the fellowship holder wants to switch. Please keep in mind that the selection of a fellowship holder is based on the assessment of his application by the embassy. Changing the course means that the embassy might not have given the same assessment with the new course and the candidate might hold his fellowship wrongfully. The employer nominated his employee for the original course. Therefore it is necessary that you request a new employers statement in which the employer declares his consent to the change of course. Nuffic can ask to see the new employers statement if you are selected for the random check after the submission of the grant report.

E) Leaving the Netherlands before or after completing the study (in the foreseeable future), with or without diploma.

There are different ways in which a student can terminate his studies.

Should a student leave before the end of the course or programme, you should give the fellowship holder the status withdrawn and register the his personal course “end date” in Atlas. For the intermediate and/or final report the fellowship costs will automatically be adapted to the fellowship holders date of cancellation. .

Students who stay until the end of the study get the status Graduated if they completed their study successfully, or Finished-without-diploma if they completed their study without a diploma.

Graduation-expected-shortly should be given to fellowship holders who do not complete their study within the grant period plus extension but will complete their study in the near future.

You should keep the status of a candidate up-to-date as Nuffic bases its reports to the Ministry of Foreign Affairs and the tracer studies and alumni work on this data.

9.3 Submitting an intermediate or final report

The Grant Conditions list the rules when to submit an intermediate or final report. The manual explains how to prepare a report, how to check it and how to submit it.

Making an intermediate or a final report comprises the same actions in Atlas. The only difference is that after an intermediate report you will continue to register any changes to the grant award and, after the final report you will not be able to make any more changes.

Please be aware that only the CCI's are able to make the reports. Colleagues with a basic account will not see the screens that are described below.

In order to make a report go to the screen *Manage grants* and chose a subprogramme deadline. If you do not choose a subprogramme deadline the button for making a report will not appear.

For all candidates with the status “Withdrawn” who did not attend the study programme , the duration must be adjusted to 0.

Travel- and visa costs of withdrawn candidates who did not attend the study programme, should be mentioned separately and adjusted manually in the final report if applicable. (see figure)

9 Mar 2015 27 Mar 2015						19 Days												
Status	Employer country	Candidate start date	Candidate end date	Scholarship duration	Extension	Period in NFP country	Handling fee	Study materials	Adj. tuition fee	Travel costs	Visa costs	Allowance in NL	Allowance in NFP country	Earning facilities	Insurance premium	Additional housing	Scholarship amount	
Graduated	Benin	9 Mar 2015	27 Mar 2015	19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Uganda			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Ethiopia			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Uganda			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Uganda			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Uganda			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Withdrawn	Burkina Faso			19	0		0.00	0.00	0.00	1,150.00	30.00	0.00	0.00	0.00	0.00	0.00	1,180.00	
Withdrawn	Mali			19	0		0.00	0.00	0.00	1,150.00	30.00	0.00	0.00	0.00	0.00	0.00	1,180.00	
Graduated	Zimbabwe			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Withdrawn	Congo-Kinshasa			19	0		0.00	0.00	0.00	1,150.00	30.00	0.00	0.00	0.00	0.00	0.00	1,180.00	
Withdrawn	Mali			19	0		0.00	0.00	0.00	1,150.00	30.00	0.00	0.00	0.00	0.00	0.00	1,180.00	
Graduated	Zimbabwe			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Ethiopia			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Withdrawn	Mali			19	0		0.00	0.00	0.00	1,150.00	30.00	0.00	0.00	0.00	0.00	0.00	1,180.00	
Graduated	Kenya			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Kenya			19	0	0	455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Burundi	9 Mar 2015	27 Mar 2015	19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Graduated	Indonesia			19	0		455.00	30.00	3,496.00	1,000.00	30.00	608.00	0.00	0.00	24.89	1,330.00	6,973.89	
Graduated	Bhutan			19	0		455.00	30.00	3,496.00	1,000.00	30.00	608.00	0.00	0.00	24.89	1,330.00	6,973.89	
Graduated	Kenya			19	0		455.00	30.00	3,496.00	1,150.00	30.00	608.00	0.00	0.00	24.89	1,330.00	7,123.89	
Total 112,458.35																		
Total 106,558.58																		

P - SC.15/0004 report v6

Page 1 of 1

After choosing a subprogramme deadline, the CCIs see the green button “Lock report”.

nuffic

Atlas

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My institutions

Edit course offer

View candidates

Nominate candidates

Manage grants

Replace candidates

Manage grants

Institution

Institution01

Sub-programme and deadline

NFP - SC, 11 Nov 2014

Course

(select)

Status

(select)

Surname

Date of birth

Gender

☒ Male
 ☒ Female

Reference number

Search

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer
Withdrawn	Course11	NFP-SC/ 4707	Surname4707, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4712	Surname4712, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4717	Surname4717, GivenNames1	2 Feb 1979	Female	Ethiopia
Finished-without-diploma	Course11	NFP-SC/ 4722	Surname4722, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4727	Surname4727, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4732	Surname4732, GivenNames1	2 Feb 1979	Male	Ethiopia
Graduated	Course12	NFP-SC/ 4737	Surname4737, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4742	Surname4742, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduation-expected-shortly	Course12	NFP-SC/ 4747	Surname4747, GivenNames1	2 Feb 1979	Male	Ethiopia

Lock report

Export to Excel

If you made changes that are not in accordance with the rules for NFP or MSP Atlas will give you a warning with a comprehensive list of all data you need to change before you are able to make the report.

Version: 1.1.5.0

My

Manage

Institut

Sub-pr

Course

Status

Surnam

Date of

Gender

Reference number

Search

Lock Report

It is not possible to lock the report. A number of candidates do not meet the requirements.

Surname4742, GivenNames1 (2 Feb 1979 , Ethiopia)

- The start date of the scholarship may not be before the start date of the course.
- The end date of the scholarship may not be after the end date of the course. Unfunded extension do not have to be reported. Please use the field funded extension to submit funded extensions.

Surname4747, GivenNames1 (2 Feb 1979 , Ethiopia)

- The start date of the scholarship may not be before the start date of the course.
- The end date of the scholarship may not be after the end date of the course. Unfunded extension do not have to be reported. Please use the field funded extension to submit funded extensions.

Retry

Cancel

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer
Withdrawn	Course11	NFP-SC/ 4707	Surname4707, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4712	Surname4712, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4717	Surname4717, GivenNames1	2 Feb 1979	Female	Ethiopia
Finished-without-diploma	Course11	NFP-SC/ 4722	Surname4722, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4727	Surname4727, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4732	Surname4732, GivenNames1	2 Feb 1979	Male	Ethiopia
Graduated	Course12	NFP-SC/ 4737	Surname4737, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4742	Surname4742, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduation-expected-shortly	Course12	NFP-SC/ 4747	Surname4747, GivenNames1	2 Feb 1979	Male	Ethiopia

Lock report

Export to Excel

64

After correcting the data you can lock the report:

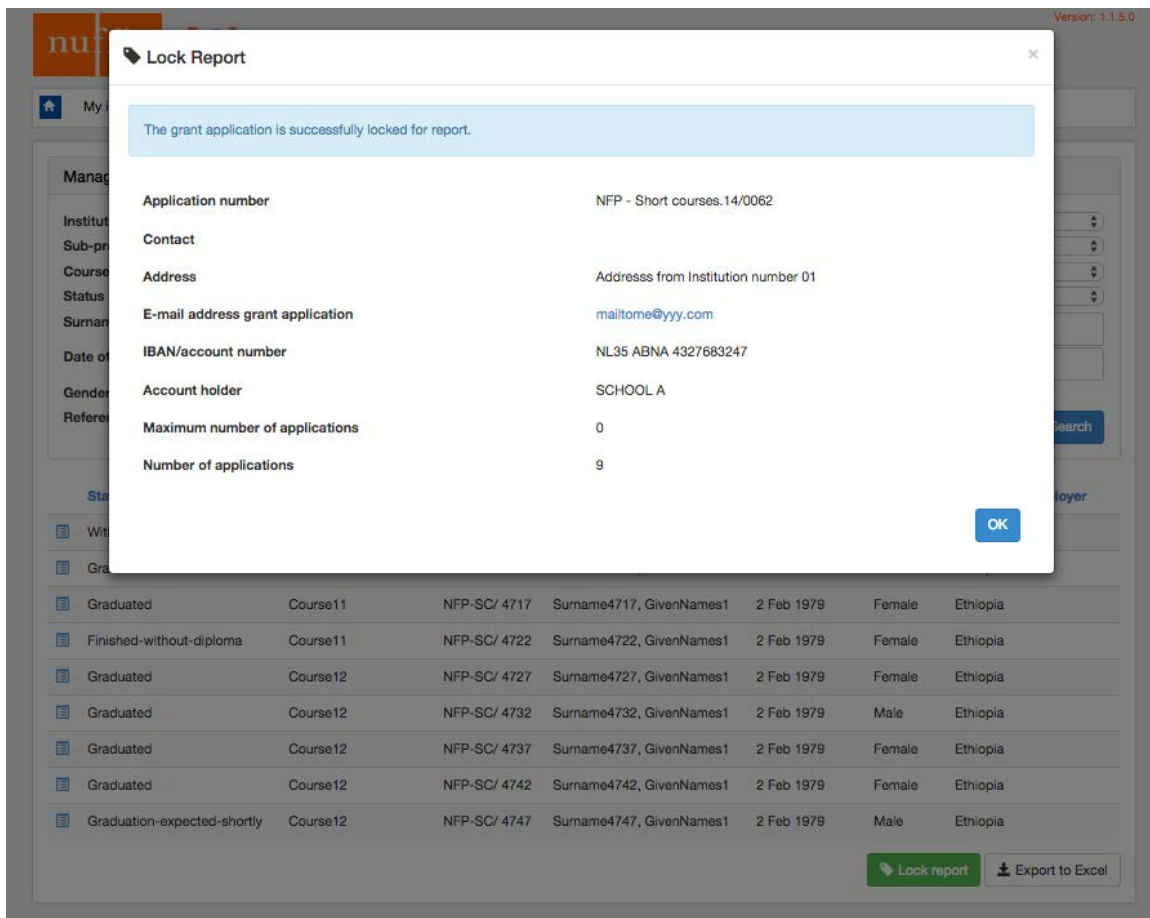
Version: 1.1.5.0

Lock Report

Application number	NFP - Short courses.14/0062
Contact	
Address	Address from Institution number 01
E-mail address grant application	mailto@yyy.com
IBAN/account number	NL35 ABNA 4327683247
Account holder	SCHOOL A
Maximum number of applications	0
Number of applications	9

Withdrawn	Course11	NFP-SC/ 4707	Surname4707, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4712	Surname4712, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4717	Surname4717, GivenNames1	2 Feb 1979	Female	Ethiopia
Finished-without-diploma	Course11	NFP-SC/ 4722	Surname4722, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4727	Surname4727, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4732	Surname4732, GivenNames1	2 Feb 1979	Male	Ethiopia
Graduated	Course12	NFP-SC/ 4737	Surname4737, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4742	Surname4742, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduation-expected-shortly	Course12	NFP-SC/ 4747	Surname4747, GivenNames1	2 Feb 1979	Male	Ethiopia

press “lock report” to continue to the next step:



press “OK” to proceed to the screen from which you can:

- unlock the report in case you noticed that it was not complete or correct yet

Unlock report

- print the report to check it and give it to the accountant for the assurance report


Print report

- submit the report

Submit report

- export the list of candidates to Excel

Export to Excel



Version: 1.1.5.0

[My institutions](#)
[Edit course offer](#)
[View candidates](#)
[Nominate candidates](#)
[Manage grants](#)
[Replace candidates](#)

Manage grants

Institution

Institution01

Sub-programme and deadline

NFP - SC, 11 Nov 2014

Course

(select)

Status

(select)

Surname

Date of birth

Gender


☒ Male ☒ Female

Reference number

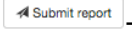
[Search](#)

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer
Withdrawn	Course11	NFP-SC/ 4707	Surname4707, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4712	Surname4712, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4717	Surname4717, GivenNames1	2 Feb 1979	Female	Ethiopia
Finished-without-diploma	Course11	NFP-SC/ 4722	Surname4722, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4727	Surname4727, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4732	Surname4732, GivenNames1	2 Feb 1979	Male	Ethiopia
Graduated	Course12	NFP-SC/ 4737	Surname4737, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4742	Surname4742, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduation-expected-shortly	Course12	NFP-SC/ 4747	Surname4747, GivenNames1	2 Feb 1979	Male	Ethiopia

[Unlock report](#)
[Print report](#)
[Submit report](#)
[Export to Excel](#)

When you push the -button Atlas will make an intermediate or final report in PDF-format stating the candidates that were selected, their status and the costs that were made for them.

For grants that do not need to be checked by an accountant, you will need to print the report, sign and stamp it, and then scan and upload it.

To upload a report push the -button on the same page.

Submit report

Browse...

Submit report Cancel and back

Manage grants

Institution

Sub-programme and deadline

Course (select)

Status (select)

Surname

Date of birth

Gender ☒ Male ☒ Female

Reference number

Search

Status	Study programme	Ref. No.	Name ↓	Date of birth	Gender	Country of employer
Withdrawn	Course11	NFP-SC/ 4707	Surname4707, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4712	Surname4712, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course11	NFP-SC/ 4717	Surname4717, GivenNames1	2 Feb 1979	Female	Ethiopia
Finished-without-diploma	Course11	NFP-SC/ 4722	Surname4722, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4727	Surname4727, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4732	Surname4732, GivenNames1	2 Feb 1979	Male	Ethiopia
Graduated	Course12	NFP-SC/ 4737	Surname4737, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduated	Course12	NFP-SC/ 4742	Surname4742, GivenNames1	2 Feb 1979	Female	Ethiopia
Graduation-expected-shortly	Course12	NFP-SC/ 4747	Surname4747, GivenNames1	2 Feb 1979	Male	Ethiopia

Unlock report Print report **Submit report** Export to Excel

A field in which you can upload the signed and stamped report will open. Push on the blue “Submit report”-button and Nuffic will receive your request to settle the grant.

If your grant needs to be accompanied by an assurance report, scan the report from Atlas together with the assurance report of the accountant and upload them as one document.

Nuffic will check your report within 10 weeks and will notify you if the report is approved and whether you are required to make any corrections.

Annexes

Annex 1

Atlas: your account and password

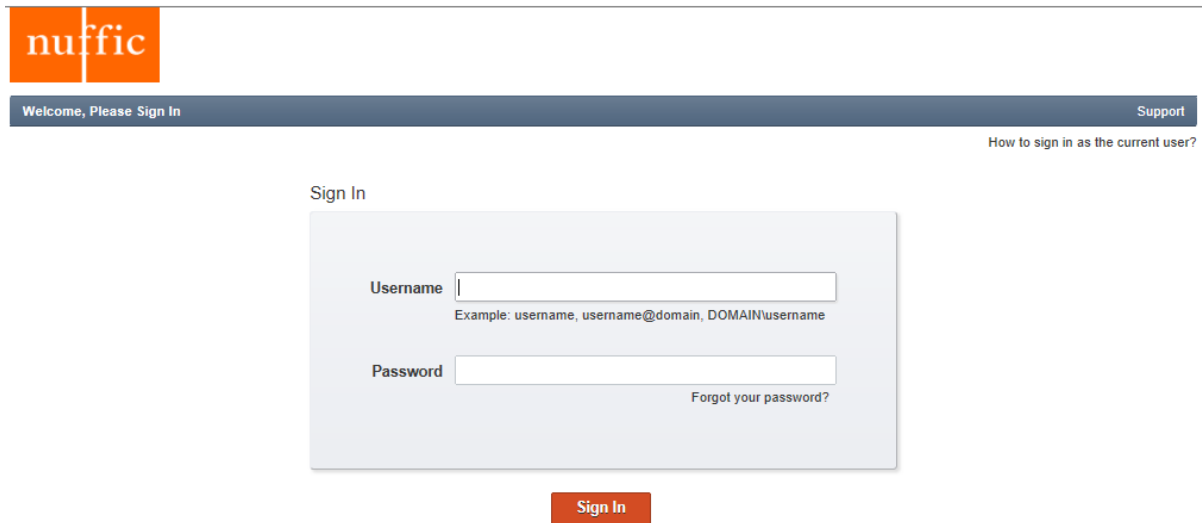
Procedures for institutions

1. First time use of account
2. Log in in Atlas
3. Password Self-Service

1. First time use of account

The account holder receives an e-mail with Username, temporary Password and url of the selfservice and logs in:


<https://selfservice.nuffic.nl/atlas/default.aspx>



Fill in the Username and the temporary Password that you received by email and click on [Sign in].

On first use of your account you are required to change the temporary password to one of your own choosing.



 You are required to change your password at the first login.

Change Password

User name

test8

Old password

New password

Confirm new password

Change

Cancel

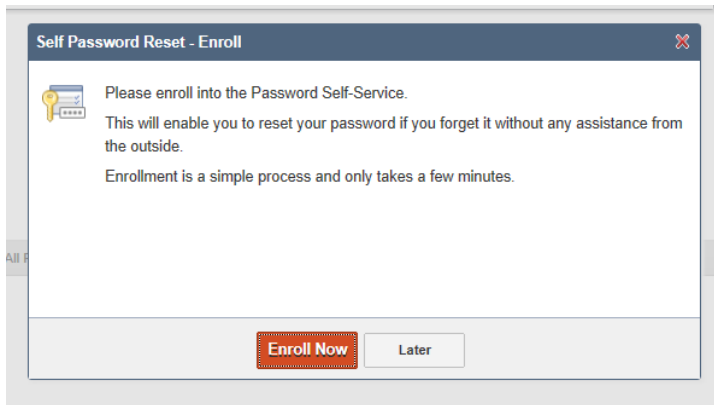
Fill in the temporary Password in the field [Old password], your new Password in the field [New password] and Confirm. Make sure you meet the Password Policy Restrictions (see below). Click on [Change].

Password Policy Restrictions

The password policy requires that the password:

- must be at least 8 characters
- cannot contain the user's account or full name
- must contain at least three of the following four character groups:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
- must be changed at least every 182 days
- cannot be changed until at least several minutes since it was last changed
- cannot repeat any of the previous 20 passwords.

You are encouraged to enroll in the Password Self-Service. With this service you can change/reset your own password, when necessary.



You may choose here for [Later]. In that case this pop-up will be shown again on next use of the account.

When you choose to [Enroll Now], you are requested to define and answer two Security Questions.

Password Self-Service

Self-Service Password Reset Enrollment

Please, specify your secret questions and answers.

If you forget your password, you will be asked these questions to verify your identity.

The answers you provide must be at least **3 characters long**.

Question 1

Question: What was your childhood nickname? 

Answer: 

Confirm: 

Question 2

Question: What is the name of your favorite cousin? 

Answer: 

Confirm: 


Click on [Save].

Home

☒ You have successfully enrolled for self-service password reset.
You can now reset your password (if you forgot it) without any assistance.

Actions

User Management

 Reset Password

2. Log in in Atlas

To login in in Atlas go to:

<https://atlas.nuffic.nl/>

Enter your Username and Password. Click on [Log on].

When the login fails, the user should go to the Password Selfservice (see below) for a password reset.

3. Password selfservice

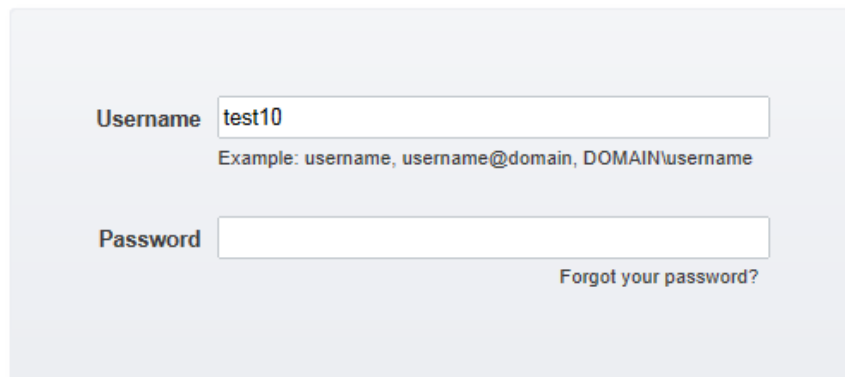
When the user tries to log in in Atlas and enters a wrong password or has forgotten the password, he/she can reset the password. In case the user is not enrolled in the Password Selfservice, the user can not reset the password. Please contact Nuffic to have your password reset.

When the Security Questions have been defined, you can go to password Selfservice:

<https://selfservice.nuffic.nl/atlas/default.aspx>

Fill in the Username (and not the password, because you have forgotten it).

Sign In

A light gray rectangular box containing a sign-in form. It has two input fields: 'Username' with the text 'test10' and a hint 'Example: username, username@domain, DOMAIN\username' below it; and 'Password' which is empty. To the right of the password field is a link 'Forgot your password?'. Below the box is a red 'Sign In' button.

Sign In

Click on [Forgot your password?]

Welcome to the Password Reset service

This wizard allows you to reset a forgotten password or unlock a locked out user account.
Please enter your user name and click Next.

Username:

Example: username, username@domain, DOMAIN\username

Next > Cancel

Click on [Next]. An email with a Verification Code will be sent to you.

Email Verification

The verification code has been sent to r.*****@ho*****.com.
Enter the received code in the Verification Code field and click Next.

Verification code:

Resend

Next > Cancel

You receive an email with a Verification Code.

Atlas Self-Password Reset (test5)




adaxes-noreply@nuffic.nl (adaxes-noreply@nuffic.nl) [Toevoegen aan contactpersonen](#) 16:40 ▶
Aan: r.nieuwhof@hotmail.com ✉

Verification code: k2ASx

After a password change, please wait 15 minutes before you try to login to Atlas! Otherwise your new password will not work.

If you didn't initiate password reset, please ignore this email.

Enter this Verification Code and click on [Next]:



Reset Password

Email Verification

The verification code has been sent to r.*****@hg***** com.
Enter the received code in the Verification Code field and click Next.


Verification code:

Resend

Next >

Cancel

You are now asked to answer the two Security Questions:



Reset Password

Security Questions

Question 1 of 2

What was your childhood nickname?

Next >

Cancel

Security Questions

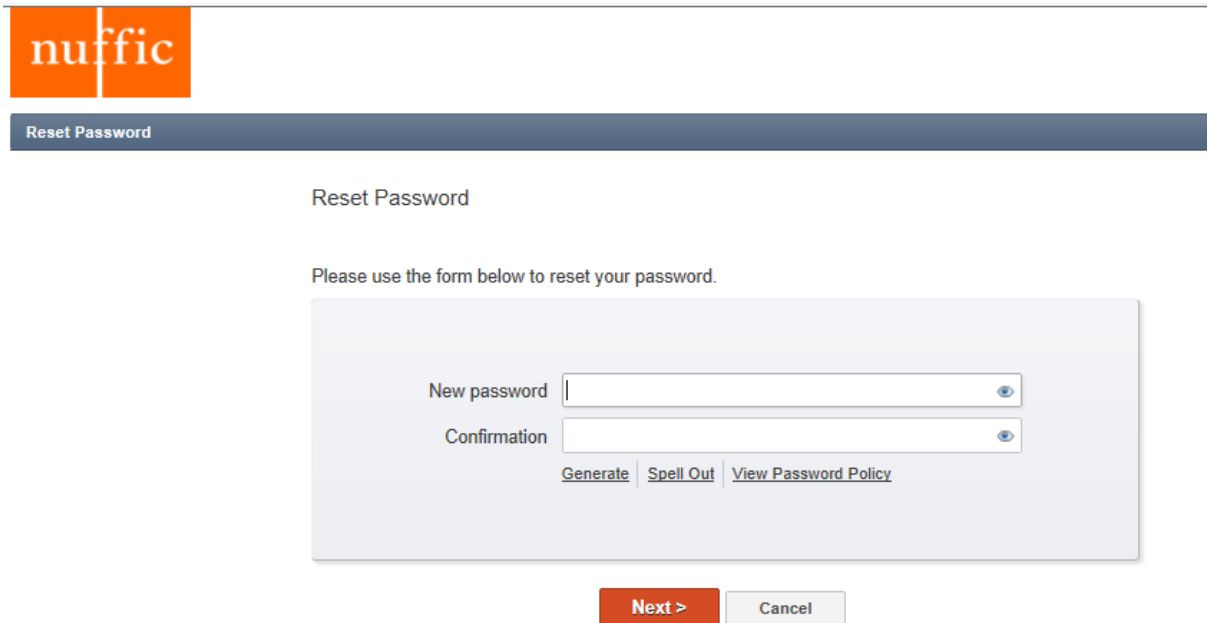
Question 2 of 2

What is the name of your favorite cousin?

Next >

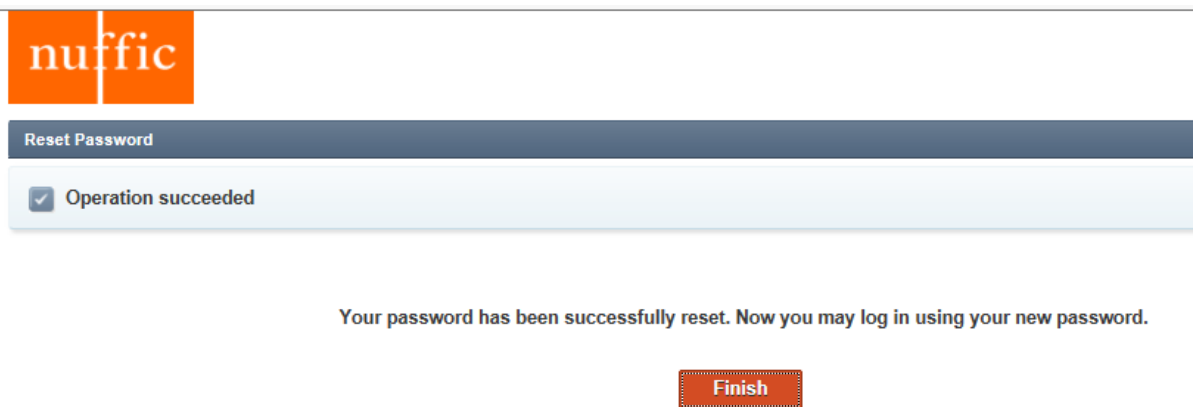
Cancel

After answering the Security Questions you will be asked to provide a new password:



The screenshot shows the Nuffic logo at the top left. Below it is a dark blue header bar with the text "Reset Password" in white. The main content area has the title "Reset Password" and the instruction "Please use the form below to reset your password." The form itself is a light gray box containing two input fields: "New password" and "Confirmation", each with a toggle icon on the right. Below the fields are three links: "Generate", "Spell Out", and "View Password Policy". At the bottom of the form are two buttons: "Next >" (orange) and "Cancel" (gray).

Click on [Next]



The screenshot shows the Nuffic logo at the top left. Below it is a dark blue header bar with the text "Reset Password" in white. A light blue success message box contains a checkmark icon and the text "Operation succeeded". Below this, the text "Your password has been successfully reset. Now you may log in using your new password." is displayed. At the bottom center is an orange button with the text "Finish".

You will receive a confirmation by email.

Annex 1.1 First log-in to Atlas

As soon as your Atlas account is created you will receive an automatically generated from nuffic-accountbeheer-noreply@nuffic.nl:

Dear NFP contact,

An Atlas account has been created for you.

User name: **test**

Temporary Password: **T-Password**

When logging in for the first time, you must change the temporary password.
To do that, go to the account selfservice:

<https://selfservice.nuffic.nl/atlas/default.aspx>

Fill in the User name and Temporary password in the field 'Old password' and enter a new password that meets the Password Policy criteria.

The password policy requires that the password:

- must be at least 8 characters
- cannot contain the user's account or full name
- must contain at least three of the following four character groups:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #)
- must be changed at least every 182 days
- cannot be changed until at least several minutes since it was last changed
- cannot repeat any of the previous 20 passwords